



## **Bookkeeper / Account Technician**

**Posted by Simeen Bhanji Ltd.**

**Posting Date :** 19-Oct-2024

**Closing Date :** 17-Apr-2025

**Location :** Burnaby

**Salary :** \$28.90 Per Hour

### **Job Requirements**

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ5079149

### **Job Description:**

Business: Simeen Bhanji Ltd.

Location: 8678 Greenall Avenue suite 310 Burnaby, BC, V5J 3M6

Workplace information: On site

Salary: 28.90 hourly / 32 to 40 hours per Week

Terms of employment: Permanent employment, Full time

Condition of Employment: Day, Overtime, To be determined

Start Date: Starts as soon as possible

Vacancies: 1 vacancy

Languages :English

Education: College/CEGEP

Experience: 1 year to less than 2 years

On site: Work must be completed at the physical location. There is no option to work remotely.

#### Tasks

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Maintain general ledgers and financial statements

Post journal entries

Prepare other statistical, financial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

#### Additional information

Personal suitability

Accurate

Time management

How to apply

By email: [asif@sb-ca.ca](mailto:asif@sb-ca.ca)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [asif@sb-ca.ca](mailto:asif@sb-ca.ca)**

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