



## **Bookkeeper**

**Posted by SHIRAZALI JUMANI INC.**

**Posting Date :** 23-Dec-2024

**Closing Date :** 21-Jun-2025

**Location :** Port Coquitlam

**Salary :** \$27.00 Per Hour

### **Job Requirements**

- **Education:** Min. College Diploma 1-2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2492343

### **Job Description:**

**Shirazali Jumami Inc. is looking for a full time Bookkeeper to join team as soon as possible.**

**Job duties**

- Calculate and prepare cheques for payroll
- 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 trial balance of books
- Reconcile accounts
- Computer and technology knowledge - MS Excel, MS Word, Quick Books

**Number of vacancies:** 1

**Job Type:** Full-time, Permanent

**Salary:** \$ 27.00 per hour

**Schedule:** 40 hours/week

**Education:** Secondary (high) school graduation certificate

**Experience:** 1 year to less than 2 years

**Language:** English

**Start Date:** As soon as possible

**Working conditions:** Morning, Day, Evening, Weekend, Overtime

**Work Location:** 2300-2850 SHAUGHNESSY ST, PORT COQUITLAM BC V3C 6K5

**Apply now:** By sharing your resume via email at [jobs.shirazalijumani@gmail.com](mailto:jobs.shirazalijumani@gmail.com)

**Please note:** Apply to this job only if you are legally entitled to work in Canada.

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