



Bookkeeper

Posted by Primecare Pharmacy Inc.

Posting Date : 12-Jun-2025

Closing Date : 02-Jul-2025

Location : Edmonton

Salary : \$30.45 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3472081

Job Description:

Title: Bookkeeper

Employer: [Primecare Pharmacy Inc.](#)

Address: 5594 Windermere Blvd NW, Edmonton, ABT6W 2Z8

Wages: \$30.45/hour

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

35 to 40 hours /week

Employment conditions: Day, Morning

Job requirements

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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.

Responsibilities

Tasks

- 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 tax returns**
- **Prepare trial balance of books**
- **Reconcile accounts**

Experience and specialization

Computer and technology knowledge

- **Accounting software**
- **MS Excel**
- **MS Word**
- **Quick Books**
- **TaxPrep**

Benefits

Health benefits

- **Health care plan**

How to apply

By email

primecareyegjobs@gmail.com

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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: primecareyegjobs@gmail.com

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