



bookkeeper

Posted by ERA KITCHENS

Posting Date : 16-Oct-2025

Closing Date : 14-Apr-2026

Location : Calgary

Salary : \$36.00 hourly / 35 to 40 hours per week Per Week

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5860268

Job Description:

Location: 134 2730 39 AV NE Calgary, AB T1Y 7H6

Workplace information: On site

Salary: 35.40 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: College/CEGEP

Experience: 7 months to less than 1 year

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

Calculate fixed assets and depreciation

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

Maintain general ledgers and financial statements

Post journal entries

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: eknoor@erakitchen.ca

Prepare other financial, managerial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

How to apply

By email: eknoor@erakitchen.ca

By mail: 134 2730 39 AV NE CALGARY, AB T1Y 7H6

Job Location: 134 2730 39 AV NE Calgary, AB T1Y 7H6

Employer: ERA KITCHENS

Posted on Disabled job Portal