



## bookkeeper

Posted by **BUDGET OPTICAL**

**Posting Date :** 07-Feb-2026

**Closing Date :** 27-Feb-2026

**Location :** Delta

**Salary :** \$30 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:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2395209

### Job Description:

**JOB POSTING ADVERTISED**

# bookkeeper

Verified

Posted on January 14, 2026 by **BUDGET OPTICAL**

## Job details

Delta, BC

V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment

Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485160

## Overview

### 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

## Who can apply for this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

# How to apply

## Direct Apply

By Direct Apply

Additional ways to apply

By email

[akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

## **Advertised until**

2026-02-13

**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: [akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)**

**Posted on Disabled job Portal**