



bookkeeper

Posted by K P Accounting

Posting Date : 13-Apr-2026

Closing Date : 10-Oct-2026

Location : Edmonton

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

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ6889401

Job Description:

Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Work location: On site

Salary: 36.00 hourly / 35 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Morning, Day

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

Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages: English

Education: College/CEGEP

Experience: 3 years to less than 5 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

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

How to apply

Direct Apply: By Direct Apply

Additional ways to apply

By email: kp84984454@gmail.com

By mail: 9133 35 Ave NW Edmonton, AB T6E 5Y1

In person: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Between 02:00 PM and 06:00 PM

Job Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Employer: K P Accounting

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: kp84984454@gmail.com

Posted on Disabled job Portal