



ACCOUNTING CLERK

Posted on March 24, 2025

Job Expires: 2026-03-23

Job Location: Armstrong, British Columbia

Hours Per Week: 30

Job Salary: \$22

Job title: Accounting clerk

Employer details: Armstrong Bakery Ltd.

Job details

Location: 2565 Pleasant Valley Blvd, Armstrong, British Columbia, V0E 1B0

Salary: \$22.00 hourly / 30 hours per Week

Terms of employment: Permanent employment Full time

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

High Scholl Diploma

Experience

7 months to 1-year experience is required.

Responsibilities

Prepare account balances, verify cheque, payrolls, invoices and bank balance, Calculate receivable and payable bills, Update and maintain accounting filing system, fax and photocopy records, Prepare and Deliver invoices and bills to customers, Update accounting records with new payments, balances, customer information etc, Create account statements





for customers, Send reminders for payments and contact customers when needed, answer customer inquiries, create reports and present to managers, Prepare and compile financial data for budget.

How to apply

By email

kjeet.chopra@hotmail.com

Or in person at work location from 11:00 AM to 5:00 PM

