



BOOKKEEPER

Posted on February 4, 2025

Job Expires: 2025-08-03

Job Location: Surrey BC

Hours Per Week: 32

Job Salary: \$34.75

Hwy 10 Auto Sales Ltd. DBA Mainland Motors located at 6786 King Goerge, Surrey, British Columbia V3W 4Z5 urgently requires one Permanent & Full Time Bookkeeper. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Duties:

- Prepare and issue checks for payroll, utilities, taxes, and other bills by accurately calculating the required amounts.
- Generate various statistical, financial, and accounting reports.
- Complete tax returns and provide additional personal bookkeeping services.
- Maintaining accurate and up-to-date financial records by documenting all transactions, expenses, and income using Manual and Computerised software.
- Complete tax filings.

Minimum education: Completion of secondary school is required.

Minimum Experience: Minimum 1 year of related work experience is required.

Number of Positions: 1

Salary: \$34.75/hour (Minimum 32 hrs/week).

Please send your resume to mainlandmotors.hr@gmail.com

