



# BOOKKEEPER

*Posted on July 5, 2024*

**Job Expires:** 2026-07-04

**Job Location:** 31745 Charlotte Ave, Abbotsford

**Hours Per Week:** 35 to 40

**Job Salary:** \$27.00

Job Title: Bookkeeper

Employer: Vancouver Rebar & Damp Proofing Ltd.

Job details

Job Location: 31745 Charlotte Ave, Abbotsford, BC, V2T 3Z6

Salary: \$27.00 / hour

Vacancies: 1 vacancy

Terms of employment: Permanent, Full time 35 to 40 hours / week

Start date: As soon as possible

Job requirements

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

2 years to less than 3 years

Personal Suitability

Client focus, Accurate, Organized

Specific Skills





Post journal entries, Maintain general ledgers and financial statements, Prepare trial balance of books, Calculate fixed assets and depreciation, Calculate and prepare cheques for payroll, Prepare tax returns, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Prepare other statistical, financial and accounting reports

How to apply

By email

[vancouverrebar93@gmail.com](mailto:vancouverrebar93@gmail.com)

By mail

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BC, V2T 3Z6

