



BOOKKEEPERS

Posted on July 10, 2024

Company Name: Advinor CPA Ltd.
Job Expires: 2025-02-25
Job Location: Surrey, British Columbia
Hours Per Week: 35
Job Salary: \$29/hour

Advinor CPA Ltd. located at #201, 6321, King George Blvd., Surrey, British Columbia V3X 1G1 urgently requires three permanent & fulltime Bookkeepers to join operations immediately. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Job Duties:

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
Calculate and prepare cheques for payrolls and for utility, tax and other bills
Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
Prepare tax returns and perform other bookkeeping services
Prepare other statistical, financial and accounting reports.
Wage: \$29/hour for 35 hours/week

Language: English

Minimum Education: Completion of secondary school is required.

Experience: Minimum one year of work experience in similar role is required.

How to apply: acpaltd@gmail.com

