

ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/bookkeeper-12200/>

Bookkeeper

Description

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.

Responsibilities

Job duties

Here are some of the main activities and tasks that Accounting technicians and bookkeepers have to perform, and some of the physical demands they involve:

- 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 personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

Workplaces and employers

Here are the typical workplaces where Accounting technicians and bookkeepers are employed and some of their main characteristics:

- Self-employed
- Establishments throughout the private and public sector

Qualifications

Employment requirements

This is what you typically need for the job.

- Completion of secondary school is required.
- Completion of a college program in accounting, bookkeeping or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.

Hiring organization

ArrowHead Recruitments & Consulting

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Accounting technicians and bookkeepers

Job Location

Edmonton, Alberta, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 19.29/hr - \$ 22.51/hr

Date posted

May 1, 2025

Valid through

31.05.2025