

# **Bookkeeper**

Posted by: Imperial Legacy Management Solutions Inc.

Posting date: 23-May-2025 Closing date: 19-Nov-2025

**Education**: Diploma **Language**: English

**Job location**: Edmonton **Salary**: \$36.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5706453

# Job description:

# **Bookkeeper**

IMPERIAL LEGACY MANAGEMENT INC

# Job details

- Location: 101 10405 178 Street NW, Edmonton, AB T5S 1R5
- Salary: \$36.00 hourly / 32 hours per week
- Terms of employment: Permanent employment, Full time, Day, Evening, Night, Overtime, On Call, Early Morning, Morning

- Starts as soon as possible
- 1 vacancy

### **Overview**

#### Languages

• English

#### **Education**

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

#### **Experience**

• 1 year to less than 2 years

#### On site

• Work must be completed at the physical location. There is no option to work remotely.

# Responsibilities

#### **Tasks**

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Reconcile accounts

## **Additional information**

### **Personal suitability**

- Accurate
- Dependability
- Flexibility
- Organized

# How to apply

#### By email

implegacyhr@gmail.com

### By mail

101 10405 178 Street NW

Edmonton, AB

T5S 1R5

# Posted on canadianjobportal.com