



## Bookkeeper

**Posted by:** Primecare Pharmacy Inc.

**Posting date:** 14-Aug-2025      **Closing date:** 03-Sep-2025

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

**Language:** English

**Job location:** Edmonton

**Salary:** \$30.45 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6502364

## Job description:

**Title:** Bookkeeper

**Employer:** [Primecare Pharmacy Inc.](#)

Address: 5594 Windermere Blvd NW, Edmonton, ABT6W 2Z8

**Wages:** \$30.45/hour

**Vacancies:** 1 vacancy

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time  
35 to 40 hours /week

**Employment conditions:** Day, Morning

**Job requirements**

**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**

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

**Experience and specialization**

**Computer and technology knowledge**

- Accounting software
- MS Excel
- MS Word
- Quick Books
- TaxPrep

**Benefits**

**Health benefits**

- Health care plan

**How to apply**

**By email**

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

**Who can apply to this job?**

**The employer accepts applications from:**

- Canadian citizens and permanent residents of Canada.

- Other candidates with or without a valid Canadian work permit.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [primecareyegjobs@gmail.com](mailto:primecareyegjobs@gmail.com)**

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