



## Bookkeeper

**Posted by:** Sohya Consulting Inc.

**Posting date:** 02-Feb-2026      **Closing date:** 01-Aug-2026

**Education:** College

**Language:** English

**Job location:** Vernon

**Salary:** \$28-30 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5040955

## Job description:

Job Title: Bookkeeper (NOC 12200)

Position Type: Full-time, Permanent

Wage: \$28.00 - \$30.00 per hour (based on experience)

Hours: 35.0 hours per week

Language of Work: English

Benefits: 4% Vacation pay or 10 days of paid annual vacation

Work location: 3101 41 Ave, Vernon, British Columbia, V1T 3H8

SOHYA Consulting Inc. is a premier educational consulting firm established in 2015. We provide high-quality academic tutoring, private school/university application planning, and

specialized talent courses (Arts, Robotics, Coding, etc.) for students in North America and Asia. We are also expanding into educational technology (EdTech) R&D and online teaching platforms. We are seeking a detail-oriented Bookkeeper to manage our diverse financial records across multiple service lines.

#### Job Duties

- Maintain complete and accurate sets of financial records and accounts.
- Post journal entries, reconcile accounts, and maintain the general ledger for tutoring services, class enrollments, and consulting fees.
- Prepare trial balances and assist in the preparation of monthly financial reports and year-end statements.
- Manage invoices and track payments from students and families across multiple office locations.
- Calculate and process payroll and individual payments for permanent staff, on-call instructors, and occasional external consultants.
- Prepare and process tax returns, GST/HST remittances, and other government reporting requirements.
- Assist management in analyzing course-specific profitability and operational costs.

#### Employment Requirements

- Completion of a college program in accounting, bookkeeping, or a related field is required.
- Minimum 2 years of experience in bookkeeping or accounting is preferred.
- Proficiency in accounting software and Microsoft Excel.
- Exceptional organizational skills and the ability to manage complex billing cycles
- Detail-oriented with strong deadline awareness.
- Experience in an education-related business is an asset.

#### How to Apply

Please send your resume and cover letter to: [sohyahiring@gmail.com](mailto:sohyahiring@gmail.com). SOHYA Consulting Inc. is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**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: [sohyahiring@gmail.com](mailto:sohyahiring@gmail.com)**

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