



bookkeeper

Posted by: zorbas bakery and foods ltd.

Posting date: 07-Feb-2026 **Closing date:** 27-Feb-2026

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

Language: English

Job location: Burnaby

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3812691

Job description:

bookkeeper

Verified

Posted on January 14, 2026 by [zorbas bakery and foods \(2005\) ltd.](#)

Job details

Burnaby, BC
V5J 4S1

On site

30.00 hourly / 30 hours per week

Permanent employment
Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3485002

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

Calculate and prepare cheques for payroll

Keep financial records and establish, maintain and balance various accounts using manual and computer

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

Benefits

Health benefits

Dental plan

Disability benefits

Health care plan

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

- [Additional ways to apply](#)

By email

foodszorbas@gmail.com

Advertised until

2026-02-16

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: foodszorbas@gmail.com

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)