Bookkeeper

Heyram Consulting Ltd

Job ID
8680

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LOCATION	DATE POSTED	EXPIRY DATE
Unit 54 13370 78 Ave, Surrey, BC| British Columbia	10-01-2026	05-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $28.90	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Salary: $28.90/hr

Job Type: Permanent Employment Full Time

Language: English

Start Date of Employment (Approx.): As soon as possible

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

Positions Available: 1

NOC Group: 12200 - Accounting technicians and bookkeepers

NOC Job Title: Bookkeeper

Employer's name:

GKS Employment Services Inc.

Job Location(s)

Unit 201 9380 120st,

Surrey, British Columbia, V3V4B9.

Specific Skills

• Calculate and prepare cheques for payroll

• Calculate fixed assets and depreciation

• 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

Personal suitability

• Accurate
• Excellent oral communication
• Excellent written communication
• Judgement
• Organized
• Time management

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

How to Apply

Email: jobpostings@heyram.ca

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