

## Bookkeeper

Crestline Design Build Ltd.

Job ID  
**8839**

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/8839>

| LOCATION                                          | DATE POSTED     | EXPIRY DATE                 |                                                                                       |
|---------------------------------------------------|-----------------|-----------------------------|---------------------------------------------------------------------------------------|
| 38 Chamberlain Rd,, Quispamsis, NB  New Brunswick | 21-02-2026      | 20-08-2026                  |                                                                                       |
| TYPE OF JOB                                       | SALARY          | MIN. EXPERIENCE             | MIN. EDUCATION                                                                        |
| Full Time                                         | CAD 23 per hour | 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

Bookkeeper

Employer details: Crestline Design Build Ltd.

Job details

Location Quispamsis, NB, E2G 1C1

Work location On site

Salary CAD \$23.00 hourly / 32.5 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

vacancies 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

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

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

#### How to apply

By Direct Apply Help - Applying by Direct Apply

#### Additional ways to apply

By email

crestline\_hiring@outlook.com

What you must include in your application:

Answers to the following screening questions:

Are you authorized to work in Canada?