

Bookkeeper

Employer details TREHAN & COMPANY

Job ID
9354

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LOCATION	DATE POSTED	EXPIRY DATE	
Sherwood Park, AB T8B 1M1, Sherwood Park, AB Alberta	28-04-2026	25-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.45	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: Sherwood Park, ABT8B 1M1

Work location: On site

Salary: \$30.45 hourly / 30 - 40 hours per week

Terms of employment: Permanent employment Full time

Starts as soon as possible

vacancies1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

How to apply

By email

ramneek@trehantax.com

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