

Bookkeeper

Satt Associates Inc

Job ID
48156

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LOCATION	DATE POSTED	EXPIRY DATE	
3132 Parsons Road NW suite 206, Edmonton, AB Alberta	10-11-2025	04-05-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00 Hourly	1 year to less than 2 years	College/CEGEP

Job Details

Bookkeeper

Satt Associates Inc

Job details

Location

3132 Parsons Road NW suite 206

Edmonton, AB

T6N 1L6

Work location On site

Salary

36.00 hourly / 30 to 40 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

College/CEGEP

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 trial balance of books

Reconcile accounts

Additional information

Work conditions and physical capabilities

Ability to work independently

Attention to detail

Repetitive tasks

Tight deadlines

Personal suitability

Accurate

Efficient interpersonal skills

Excellent written communication

Flexibility

Organized

Reliability

Time management

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 email

sattassociates@hotmail.com

By mail

3132 Parsons Road NW suite 206

Edmonton, AB

T6N 1L6

Advertised until

To be determined

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