Bookkeeper

St Hubert Bar-B-Q

Job ID
49239

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LOCATION	DATE POSTED	EXPIRY DATE
705 Brookdale Ave, Cornwall, ON | Ontario	02-03-2026	25-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 32.93	1 year to less than 2 years	Other trades certificate or diploma

Job Details

Location: 705 Brookdale Ave, Cornwall, ON, K6J 5C6
Work location: On site
Salary: 32.93 hourly / 35 to 40 hours per week
Terms of employment: Permanent employment
Full time: Evening, Morning, Day
Starts as soon as possible
Vacancies: 2 vacancies
Languages: English
Education: Other trades certificate or diploma
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.

Job Description

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, prepare other statistical, financial and accounting reports, Prepare trial balance of books
Computer and technology knowledge: MS Excel, MS PowerPoint, MS Windows, MS Word, Quick Books, MS Office, Spreadsheet
Personal suitability: Accurate, Dependability, Organized, Time management
Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees, Recruits newcomers and/or refugees who were displaced by a conflict or a natural disaster (for example: Ukraine, Afghanistan, etc.)
Support for youths: Participates in a government or community program or initiative that supports youth employment
Support for Veterans: Participates in a government or community program or initiative that supports Veterans, offers flexible onboarding options to allow Veterans to gradually adapt to the civilian workplace (for example: gradually

increasing hours and responsibilities, etc.)
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people
Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)
Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
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 mail
705 Brookdale Ave, Cornwall, ON, K6J 5C6
In person
705 Brookdale Ave, Cornwall, ON, K6J 5C6
Between 09:30 AM and 05:00 PM

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