Bookkeeper

Grizzly Trucks

Job ID
49625

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LOCATION	DATE POSTED	EXPIRY DATE
Edmonton, AB, Edmonton, AB | Alberta	06-04-2026	01-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.05 hr	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Bookkeeper
Grizzly Trucks

Job details
Location
Edmonton, AB
T6E 5V4
Work location on site
Salary
36.05 Hourly / 30 to 40 hours per week
Terms of employment
Permanent employment
Full time
Starts as soon as possible
2 vacancies
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

Excellent written communication

Flexibility

Organized

Team player

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

Support for newcomers and refugees

Support for youths

Support for Indigenous people

Supports for visible minorities

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

Additional ways to apply

By mail

3850 98 St NW

Edmonton, AB

T6E 5V4

In person

3850 98 St NW

Edmonton, AB

T6E 5V4

Between 10:00 AM and 05:00 PM

What you must include in your application:

Cover letter

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