# Bookkeeper

Grizzly Trucks

Job ID
**50897**

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50897

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 1505 31 St N, Lethbridge, AB \| Alberta | 27-07-2026 | 23-01-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 30.75 | 1 year to less than 2 years | College/CEGEP |

## Job Details

Bookkeeper

Grizzly Trucks

Job details

• Location Lethbridge, AB T1H 5G8

• Work location On site

• Salary30.75 hourly / 30.00 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

• Provides physical accessibility accommodations (for example: ramps, elevators, etc.)
• Provides visual accessibility accommodations (for example: braille, screen readers, etc.)
• Provides auditory accessibility accommodations (for example: transcription software, teletypewriters, etc.)
• Offers mentorship, coaching and/or networking opportunities for persons with disabilities

Support for newcomers and refugees

• Assists with immediate settlement needs of newcomers and/or refugees (for example: housing, transportation, storage, childcare, winter clothing, etc.)
• Supports newcomers and/or refugees with foreign credential recognition
• Offers mentorship programs that pair newcomers and/or refugees with experienced employees

Support for youths

• Offers mentorship, coaching and/or networking opportunities for youth
• Provides awareness training to employees to create a welcoming work environment for youth

Support for Indigenous people

• Offers mentorship, coaching and/or networking opportunities for Indigenous workers
• Develops and maintains relationships with indigenous communities, indigenous-owned businesses and organizations
• Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Supports for visible minorities

• Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
• Offers mentorship programs that pair members of visible minorities with experienced employees
• Provides diversity and cross-cultural training to create a welcoming work environment for members of 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

By mail

1505 31 St N, Lethbridge, ABT1H 5G8

In person

1505 31 St N, Lethbridge, ABT1H 5G8 Between 10:00 AM and 05:00 PM

What you must include in your application:

• Cover letter

Advertised until

To be determined

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