Bookkeeper

Best Western Premier

Job ID
51228

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LOCATION	DATE POSTED	EXPIRY DATE
5350 Anderson Way, Vernon, BC | British Columbia	25-08-2026	21-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 5350 Anderson Way, Vernon, BC, V1T 9V2
Work location: On site
Salary: 28.00 hourly / 35 to 40 hours per week
Terms of employment Permanent employment
Full time: Morning, Day, Weekend
Starts as soon as possible
Vacancies: 1 vacancy
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.

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, Post journal entries, prepare other statistical, financial and accounting reports, prepare tax returns, Prepare trial balance of books
Computer and technology knowledge: MS Excel, MS Outlook, MS Windows, MS Word, Quick Books, MS Office, Spreadsheet
Personal suitability: Accurate, Dependability, Efficient interpersonal skills, Excellent written communication, 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
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 email
resumes@phihotelgroup.com
By mail
5350 Anderson Way, Vernon, BC, V1T 9V2

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