

Bookkeeper (NOC 12200)

hr.dayandnightstore@outlook.com

Job ID
51716

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/51716>

LOCATION	DATE POSTED	EXPIRY DATE	
11480 Carmel Drive, Prince George, BC British Columbia	19-10-2026	17-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28	2 years to less than 3 years	College/CEGEP

Job Details

Business Legal Name: DAY & NIGHT STORE (2005) LTD

Business Operating Name: DAY & NIGHT STORE (2005) LTD

Business Address: 11480 Carmel Drive, Prince George, British Columbia V2N 5B8

Location of work: 11480 Carmel Drive, Prince George, British Columbia V2N 5B8

Title of the position: Bookkeeper (NOC 12200)

Term of employment: 1 year

Language of work: English

Wages: \$28.00 per hour

Hours of work: 35-40 hours per week

Anticipated start date: As soon as possible

Contact information: Email: hr.dayandnightstore@outlook.com

How to apply:

- Please apply via email at hr.dayandnightstore@outlook.com
- You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: DAYN-BK in the subject line. Applicants must state their citizenship/immigration status when applying.

We encourage applications from candidates who identify as members of underrepresented groups, including Indigenous peoples, youth, persons with disabilities, newcomers to Canada, and asylum seekers with valid work permits.

Note: An authorized licensed third-party has posted these advertisements. However, the business is responsible for the recruitment, and all applications or queries should be directed to the business at the above-mentioned email address.

Job Description

Skills Requirements:

- Education: Completion of a college program in accounting, bookkeeping, or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or Courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.
- Work experience: 2 years to less than 3 years of experience as a bookkeeper is required

- Maintain and balance financial records across various accounts, including daily customer transactions for gas, diesel, snacks, beverages, deli products, sandwiches, scoop ice creams, and tobacco products using manual and computerized bookkeeping systems
- Post journal entries, reconcile accounts, and prepare trial balances of books; maintain general ledgers and prepare financial statements for the gas station and convenience store operations
- Calculate and prepare cheques for payrolls, utility bills, taxes, and other vendor payments, ensuring timely and accurate payment processing
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms, and other required government documentation, ensuring regulatory compliance
- Prepare and file tax returns, as well as other personal bookkeeping services related to the business's financial obligations
- Generate and prepare other statistical, financial, and accounting reports as required, to be reviewed by the Chartered Professional Accountant (CPA) for final evaluation and submission
- Assist in monitoring and maintaining inventory records for various retail products, ensuring stock levels are accurately tracked in alignment with the business's financial records