

Bookkeeper

Sabcon Inc.

Job ID

38944

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LOCATION	DATE POSTED	EXPIRY DATE	
407 Speers Rd., Suite 203F, Oakville, ON Ontario	26-01-2026	25-07-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 29.5	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

29.50 hourly / 35-40 hours per Week

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience: 2 years to less than 3 years

On site

Job Description

Tasks

Post daily transactions and reconcile bank/credit accounts; maintain the general ledger and prepare the monthly trial balance and financial statements.

Set up and manage job costing for each project: create cost codes, allocate labor/materials/equipment/subcontract costs, and monitor WIP and budget vs. actuals.

Prepare progress billings/draws, record change orders, track statutory holdbacks/retainage, and manage accounts receivable by project.

Process payables for suppliers and subcontractors: match POs, delivery slips, and invoices; handle lien/holdback releases; collect compliance documents (WSIB/WCB/CNESST, insurance, tax IDs).

Run payroll (union/non-union if applicable), calculate deductions and vacation/stat holidays, remit source deductions on time, and issue T4/T4A/ROE.

File GST/HST (and QST if applicable), submit payroll and workers' compensation remittances, prepare T5018 for subcontractors, and assist with year-end.