

Bookkeeper

Atlantic George Limited

Job ID
39028

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39028>

LOCATION	DATE POSTED	EXPIRY DATE	
264 Bedford Highway, Halifax, NS Nova Scotia	03-02-2026	02-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 24.50 to 27.00 hourly (To be negotiated)	2 years to less than 3 years	College/CEGEP

Job Details

Job Title: Bookkeeper

Salary: CAD 24.50 to 27.00 hourly (To be negotiated)

Term: Permanent, full-time

Hours: 30-40 hours/week

Location: Halifax, NS

- Key Responsibilities:
- Maintain accurate financial records, and accounts
 - Process invoices, accounts payable/receivable, and reconcile bank statements.
 - Prepare financial reports, including balance sheets, income statements, and cash flow statements.
 - Manage payroll, including calculating wages, deductions, and remitting taxes.
 - Assist in budgeting, financial forecasting, and cost control measures.
 - Ensure compliance with government regulations and financial policies.
 - Oversee office operations and ensure administrative procedures are followed efficiently
 - Manage office supplies and equipment
 - Handle correspondence, emails, and document management.
 - Support management in policy development, financial analysis, and operational decision-making.

If you have the experience and skills to excel in this role, please submit your resume to atlanticgeorgehiring@gmail.com

Job Description

- Qualifications & Skills:
- College diploma in Accounting, Finance, Business Administration, or a related field
 - Minimum 2 years of relevant experience
 - Proficiency in accounting software and Microsoft Office Suite.
 - Strong knowledge of financial regulations, tax laws, and payroll processing.

- Excellent organizational, problem-solving, and multitasking skills.
- High attention to detail and ability to maintain confidentiality.
- Strong communication and interpersonal skills.

Downloaded from firstnationsjob.com on 14-07-2026