Bookkeeper

Kuljit Dhaliwal

Job ID
40726

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LOCATION	DATE POSTED	EXPIRY DATE
230-8166 128 Street suite 230, Surrey, BC| British Columbia	30-07-2026	26-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30	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

Dhaliwal Banquet Hall is looking 1 full-time and permanent Bookkeeper at 230-8166 128 Street suite 230 Surrey, BC V3W 1R1.
Salary is $30/hr and 40 hrs for a week
Overtime: 1 and half after 8 hours per day and 40 hours per week.
Vacation Pay: 4%

Job Requirements:
Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
Accounting
Experience: 2 years to less than 3 years
Language: English
Business Equipment and Computer Application: Quick Books, Simply Accounting, MS Excel.

Job Description:-

- Recording day-to-day financial transactions and completing the posting process.
- Reconciling sales taxes, payroll taxes, and bank accounts at the end of each month.
- Monitoring financial transactions and reports.
- Processing accounts receivable and payable.
- Processing checks.
- Understanding ledgers.
- Working with an accountant when necessary.
- Handling monthly payroll using accounting software.

Additional information
Work conditions and physical capabilities

Attention to detail

How to apply

By email
dhaliwalbanquethall@yahoo.ca

What you must include in your application:
Cover letter

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Preference will be given to Canadian citizens, permanent residents, and individuals with valid authorization to work in Canada, including refugees and asylum seekers

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