# book keeper

Portland Pharmasave Pharmacy

Job ID
**41281**

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| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 2761 ON-15, Rideau Lakes, ON K0G 1V0, Portland, Ontario, ON\| Ontario | 06-10-2026 | 04-04-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 37.5 | 2 years to less than 3 years | Bachelor's degree |

## Job Details

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

Maintain general ledgers and financial statements

Post journal entries

Prepare other statistical, financial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

## Job Description

We are seeking a detail-oriented Bookkeeper to manage the financial records of our pharmacy. This role combines standard bookkeeping duties with industry-specific tasks like managing pharmacy vendor accounts, tracking prescription drug inventory costs, and reconciling third-party insurance payouts..

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