

Bookkeeper

Ironwood Communications Inc

Job ID
41485

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LOCATION	DATE POSTED	EXPIRY DATE	
3080-11666 STEVESTON HWY, RICHMOND, BC British Columbia	29-10-2026	27-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.50	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Ironwood Communication located in Richmond; British Columbia is looking for a bookkeeper to join their team. The candidates should either have a Diploma/Certificate in a relevant field or a minimum of 2 years of experience in Bookkeeping. This is a full-time position with 30 - 35 hours per week. The pay rate for the position will be \$38.50 per hour. Some of Job duties of Bookkeeper will be:

- Calculate and prepare cheques for payroll
- 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

Interested Candidates can email their resume at ironwoodcommunication.resumes@gmail.com or mail to 3080-11666 Steveston Hwy, Richmond BC, V7A 1N6.