



BOOKKEEPING CLERK (NOC: 12200)

Posted by Evgeni Mirkin Professional Corporation

Posting Date : 24-Mar-2026

Closing Date : 20-Sep-2026

Location : Georgina

Salary : \$36 Per Hour

Job Requirements

- **Education:** Secondary (high) school
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5242919

Job Description:

BOOKKEEPING CLERK (NOC: 12200)

Posted by Evgeni Mirkin Professional Corporation on March 24, 2026

JOB DETAILS

Location: REMOTE (Based out of Georgina, ON L0E 1S0)

Salary

\$36.00 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Morning, Day

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school

Experience

1 year to less than 7 months

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Private sector

RESPONSIBILITIES

Tasks

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Prepare tax returns and perform other personal bookkeeping services
- Post journal entries and reconcile accounts
- Prepare trial balance of books

- Reconcile accounts
- Calculate and prepare cheques for payrolls and for utility, tax and other bills

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Office
- MS Outlook
- MS Word
- Spreadsheet
- Accounting software

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure

- Tight deadlines
- Attention to detail

Personal suitability

- Accurate
- Dependability
- Excellent oral communication
- Excellent written communication
- Efficient interpersonal skills
- Judgement
- Organized
- Team player
- Reliability
- Time management
- Adaptability

EMPLOYMENT GROUPS

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada

Other candidates, with or without a valid Canadian work permit

HOW TO APPLY

Direct Apply

By Direct Apply

By email

empc-careers@mail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: empc-careers@mail.com

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