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## BOOKKEEPER

*Posted on February 4, 2025*

**Job Location:** Surrey BC

**Job Expires:** 2025-08-03

**Salary:** \$34.75

**Hours Per Week:** 32

Hwy 10 Auto Sales Ltd. DBA Mainland Motors located at 6786 King Goerge, Surrey, British Columbia V3W 4Z5 urgently requires one Permanent & Full Time Bookkeeper. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

**Duties:**

- Prepare and issue checks for payroll, utilities, taxes, and other bills by accurately calculating the required amounts.
- Generate various statistical, financial, and accounting reports.
- Complete tax returns and provide additional personal bookkeeping services.
- Maintaining accurate and up-to-date financial records by documenting all transactions, expenses, and income using Manual and Computerised software.
- Complete tax filings.

**Minimum education:** Completion of secondary school is required.

**Minimum Experience:** Minimum 1 year of related work experience is required.

**Number of Positions:** 1

**Salary:** \$34.75/hour (Minimum 32 hrs/week).

Please send your resume to [mainlandmotors.hr@gmail.com](mailto:mainlandmotors.hr@gmail.com)

