CHINOOK MALL MEDICAL CLINIC

https://chinookmallmedical.ca/job/1691/

Bookkeeper

Hiring organization
Chinook Mall Medical Clinic

Employment Type
Full-time

Beginning of employment
01-Jul-2026

Duration of employment
Permanent

Job Location
Chinook Mall Medical Clinic, T2H 0K8, Calgary, Alberta, Canada

Working Hours
30 to 40 hours per week

Base Salary
$ 37.00

Date posted
April 10, 2026

Description

Bookkeeper who can do payroll cheque preparation, bookkeeping, journal entries, account reconciliation, general ledgers, financial statements, trial balances, and other accounting reports

Responsibilities

- 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 trial balance of books
- Reconcile accounts

Qualifications

Experience : 2 years to less than 3 years
Languages : English

Job Benefits

Salary
37.00 hourly / 30 to 40 hours per week
Day Shift
Starts as soon as possible
Positions available : 1

Education

College/CEGEP

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

Support for persons with disabilities

- Offers mentorship, coaching and/or networking opportunities for persons with disabilities
- Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for newcomers and refugees

- Offers mentorship programs that pair newcomers and/or refugees with experienced employees
- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

- Offers mentorship, coaching and/or networking opportunities for youth
- Provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans

- Offers mentorship, coaching and/or networking opportunities for Veterans
- Provides awareness training to employees to create a welcoming work environment for Veterans
- Offers flexible onboarding options to allow Veterans to gradually adapt to the civilian workplace (for example: gradually increasing hours and responsibilities, etc.)

Support for Indigenous people

- Offers mentorship, coaching and/or networking opportunities for Indigenous workers
- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for mature workers

- Provides staff with awareness training to create a welcoming work environment for mature workers
- Offers mentorship, coaching and/or networking opportunities for mature workers

Supports for visible minorities

- Offers mentorship programs that pair members of visible minorities with experienced employees
- Provides diversity and cross-cultural training to create a welcoming work environment for members of visible minorities