



# BOOKKEEPER

*Posted on November 25, 2025*

**Hours Per Week:** 32-40

**Work Location:** Regina

**Job Expires:** 2026-05-26

**Salary:** 34.00

Rohit Kumar Gupta, CPA, CMA Prof. Corp. O/A Sage Professional Services located at 414 Victoria Ave, Regina, SK, S4N0P6, currently looking for two (2) Bookkeepers. The salary will be \$34.00 per hour. Applicants to have minimum of one-year post-secondary diploma/degree in accounting and minimum of one year experience as bookkeeper or accountant. Applicants should be fluent in English. These are full-time positions with 30 to 40 hours per week. We will also consider applicants who are willing to work part time. Followings are some of the duties:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Calculate depreciation on assets
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

Interested applicants should resumes by email at [sagepro.regina@gmail.com](mailto:sagepro.regina@gmail.com) or mail to 414 Victoria Ave, Regina, SK, S4N0P6.