



BOOKKEEPER

Posted on April 20, 2026

Hours Per Week: 30 -40

Work Location: Regina, SK, Canada

Job Expires: 2026-10-17

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. Applicants to have post-secondary diploma or degree in accounting. Candidates with minimum of one year experience as bookkeeper or accountant are preferred. Applicants should be fluent in English. This is a full time position 30 to 40 hours per week. We will also consider applicants who are willing to work part time. The salary will be \$34.00 per hour. Following 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 send resumes by email at sagepro.regina@gmail.com or mail to 414 Victoria Ave, Regina, SK, S4N0P6.