



## Accounting Bookkeeper

**Posted by:** Demostat Services

**Posting date:** 24-Apr-2024      **Closing date:** 21-Oct-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$29.00 to 39.00 hourly Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6431212

Expired

## Job description:

### Responsibilities

#### Tasks

- Calculate and prepare cheques for payroll
- Calculate fixed assets and depreciation
- 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 tax returns  
Prepare the trial balance of books  
Reconcile accounts

## **Additional information**

### **Personal suitability**

Accurate  
Client focus  
Dependability  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Judgment  
Organized  
Reliability  
Team player  
Time management

## **Who can apply for this job?**

### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

**Address:** [135 Millennium Gate, Fort McMurray T9K 0H9](#)

**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: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)**

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