Accounting Assistant

Posted by: AAT ACCOUNTING & TAX SERVICES INC

Posting date:25-Apr-2024 **Closing date**: 22-Oct-2024

Education: College/CEGEP

Language: English

Job location: Wood Buffalo

Salary: $Salary 26.50 to 36.50 hourly (To be negotiated) Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time **Job id**: CAJ4994031

Expired

Job description:

Overview

Languages

English

Education

College/CEGEP

Experience

2 years to less than 3 years

Responsibilities

Tasks

Prepare general ledger
Prepare journal entry
Manage accounts receivable
Manage accounts payable
Prepare trial balance
Open and close books for auditors
Prepare bank reconciliations
Review the behavior concerning deposits and withdrawals, overdraws, defaults, dishonored payments and spending patterns
Prepare payroll
Invoice clients
Assess fixed assets and depreciation
Perform financial calculations, such as costing and budgeting
Prepare income tax
Perform foreign currency exchange
Store, update, and retrieve financial data
Perform clerical duties, such as maintaining filing and record systems
Perform general office duties
Address customers' complaints or concerns
Organize and maintain inventory
Prepare financial statements and reports
Prepare reports

Additional information

Personal suitability

Ability to multitask
Accurate
Client focus
Excellent oral communication
Organized
Reliability
Quick learner
Versatility
Resourcefulness
Team player

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: 9908 Franklin Ave Suite 101, Fort Mcmurray Ab T9h 2k5

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: theboisconsultants@gmail.com

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