



Bookkeeper

Posted by: National Hotel

Posting date: 16-May-2024 **Closing date:** 12-Nov-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience

Language: English

Job location: Prince Albert

Salary: \$25.10/hourly Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2319057

Expired

Job description:

Bookkeeper

Bookkeeper
Employer: National Hotel
Prince Albert, SK
S6V 4Y2

Salary: 25.10 hourly / 35 to 40 hours per Week

Terms of employment:

Permanent employment

Full time, Day, Weekend

Start date: As soon as possible

vacancies: 1

Languages:

English

Education:

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

or equivalent experience

Experience:

2 years to less than 3 years

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

Additional information:

Work conditions and physical capabilities

Attention to detail

Personal suitability:

Accurate

Dependability

Efficient interpersonal skills

Organized
Reliability
Team player
How to apply
By email
nationalhotelsk@gmail.com

Posted on canadianjobportal.com