



## 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](mailto:nationalhotelsk@gmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**