



Bookkeeper

Posted by: Prudent Asset Management Inc.

Posting date: 05-Jun-2024 **Closing date:** 02-Dec-2024

Education: College, CEGEP or diploma from a program of 1 year to 2 years

Language: English

Job location: Mississauga

Salary: \$25.60 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5544700

Expired

Job description:

Tasks/Responsibilities

- 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 trial balance of books

- Reconcile accounts

Computer and Technology Knowledge

- CaseWare
- Quick Books
- MS Office
- Spreadsheet

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: mina@prudentasset.ca

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