



## Bookkeeper

**Posted by:** PARHAR CUSTODIAL SERVICES

**Posting date:** 07-Mar-2024      **Closing date:** 03-Sep-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Taber

**Salary:** \$28 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6483023

Expired

## Job description:

### Bookkeeper

#### Job details

Taber, AB  
T1G 1E3

28.00 hourly / 32 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

College/CEGEP

### Experience

1 year to less than 2 years

## 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 trial balance of books

Reconcile accounts

## How to apply

### By email

[parharcustodial@gmx.com](mailto:parharcustodial@gmx.com)

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**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: [parharcustodial@gmx.com](mailto:parharcustodial@gmx.com)**

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