



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

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

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