



Bookkeeper

Posted by: Sushi Blossom Restaurant

Posting date: 13-Jun-2024 **Closing date:** 10-Dec-2024

Education: Secondary level completion

Language: English

Job location: Quispamsis

Salary: \$22 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3358041

Expired

Job description:

Employment Terms:

Permanent, Full-time

\$22/hour, 30-40 hours/week

Vacancy: 1

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

- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Reconcile accounts

*we welcome all employment groups: Indigenous, visible minorities, newcomers, Veterans of the Canadian Armed Forces

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: sushiblossomsj@gmail.com

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