



Bookkeeper

Posted by: Unified Accountants Inc.

Posting date: 17-Jun-2024 **Closing date:** 14-Dec-2024

Education: Bachelor's Degree

Language: English

Job location: Surrey

Salary: \$26.25 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2121466

Expired

Job description:

Experience:

Two to three years progressively responsible experience in the accounting and preferably in a professional accounting or bookkeeping practice.

A willingness to learn and continue to grow in the field

Working hours: 30 to 40 hours per week

Duration: Permanent

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

Experience and specialization

Computer and technology knowledge

- Accounting software
- MS Word
- Quick Books
- Simply Accounting
- TaxPrep

Additional information

Transportation/travel information

- Own transportation

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Overtime required
- Repetitive tasks
- Tight deadlines
- Work under pressure

Employment groups [Help - Employment groups](#)

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

Benefits

Health benefits

- Health care plan

Email: jasdeep@unifiedaccountants.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: jasdeep@unifiedaccountants.com

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