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ACCOUNTING ASSISTANT (NOC:14200)

Posted by: Reliable Trucking Corporation

Posting date: 21-Jun-2024 **Closing date:** 18-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Elk Point

Salary: \$19.25 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4057816

Job description:

ACCOUNTING ASSISTANT (NOC:14200)

Posted on by Reliable Trucking Corporation on June 20, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$19.25 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Work setting

Trucking company

RESPONSIBILITIES

Tasks

- Prepare general ledger
- Prepare journal entry
- Manage accounts receivable
- Manage accounts payable
- Prepare payroll
- Invoice clients
- Perform clerical duties, such as maintain filing and record systems
- Perform general office duties

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Word

Area of specialization

- Accounting

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Fast-paced environment
- Repetitive tasks
- Attention to detail

Personal Suitability

- Ability to multitask
- Accurate
- Client focus
- Organized
- Reliability
- Quick learner

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada
Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

reliabletrucking-jobs@post.com