

canadianjobportal.com

BOOKKEEPER (NOC:12200)

Posted by: Source Accounting and Tax Services Ltd

Posting date: 27-Jun-2024 **Closing date:** 24-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$28.85 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ5098432

Job description:

BOOKKEEPER (NOC:12200)

Posted on by Source Accounting and Tax Services Ltd. on June 27, 2024

JOB DETAILS

Location

Edmonton, AB T6L 6Z1

Salary

\$28.85 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day, Weekend

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

RESPONSIBILITIES

Tasks

- 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
- Post journal entries
- Prepare other statistical, financial and accounting reports
- Prepare trial balance of books
- Reconcile accounts

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Outlook
- Quick Books

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Work under pressure

Personal Suitability

- Accurate
- Dependability
- Efficient interpersonal skills
- Flexibility
- Judgement
- Organized
- Reliability
- Team player
- Time management
- Adaptability

WHO CAN APPLY TO THIS JOB?

The employer accepts applications form:

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)

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By email

sourceaccounting-jobs@post.com