



## Accounting Bookkeeper

**Posted by:** 101281656 Saskatchewan Ltd

**Posting date:** 30-Jun-2024      **Closing date:** 27-Dec-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Stoney Creek

**Salary:** \$31 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1908970

Expired

### Job description:

## Accounting bookkeeper Verified

Posted on June 30, 2024 by 101281656 Saskatchewan Ltd.

### Job details

Stoney Creek, ON

L8J 0K6

31.00 hourly / 30 hours per Week

Permanent employment Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2981343

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Asset languages

Panjabi

Urdu

## 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 Outlook

MS Windows

MS Office

Spreadsheet

### **Equipment and machinery experience**

Scanner

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently

### **Own tools/equipment**

Computer

Internet access

## **Benefits**

### **Other benefits**

Free parking available

## How to apply

### By email

[cheemaamazon124@gmail.com](mailto:cheemaamazon124@gmail.com)

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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: [cheemaamazon124@gmail.com](mailto:cheemaamazon124@gmail.com)

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