



Accounting Bookkeeper

Posted by: Deserving Health International Corp

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

Education: Secondary (high) school graduation certificate

Language: English

Job location: Richmond

Salary: \$31 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6374149

Expired

Job description:

Accounting bookkeeper Verified

Posted on July 01, 2024 by **Deserving Health International Corp**

Job details

Richmond, BC

V6V 2J2

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 #2981456

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Asset languages

Panjabi

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

deservinghealthjobs@gmail.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: deservinghealthjobs@gmail.com

Posted on canadianjobportal.com