



## Accounting Bookkeeper

**Posted by:** Dev Immigration Services Inc.

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

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

**Language:** English

**Job location:** Surrey

**Salary:** \$31 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5430975

Expired

### Job description:

## Accounting bookkeeper Verified

Posted on July 01, 2024 by [Dev Immigration Services Inc.](#)

### Job details

Surrey, BC

V3Z 0W4

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 #2981458

## 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

[devimmigration@outlook.com](mailto:devimmigration@outlook.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: [devimmigration@outlook.com](mailto:devimmigration@outlook.com)**

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