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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

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

Punjabi

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
