



## Accounting Technician

**Posted by:** Alliance Tax and Accounting Professional Corporation

**Posting date:** 02-Jul-2024      **Closing date:** 29-Dec-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Calgary

**Salary:** \$29.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7378361

Expired

### Job description:

## Accounting technician

Alliance Tax and Accounting Professional Corporation

### Job details

Calgary, AB

T2H 1L9

29.50 hourly / 35 hours per Week

Permanent employment

Full time

Starts as soon as possible

Benefits: Financial benefits, Other benefits

1 vacancy

Job Bank #2972171

## Overview

### Languages

English

### Education

College/CEGEP

### Experience

1 year to less than 2 years

## Responsibilities

### Tasks

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 tax returns

Prepare trial balance of books

Reconcile accounts

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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: [info@rccic.ca](mailto:info@rccic.ca)**

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