



Bookkeeper

Posted by: VA Enterprises Canada Ltd

Posting date: 03-Jul-2024 **Closing date:** 30-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5479510

Expired

Job description:

Bookkeeper

Verified

Posted on July 03, 2024 by VA Enterprises Canada Ltd.

Job details

Calgary, AB

T3J 1W5

30.00 hourly / 30 hours per Week

Permanent employment Full time

Day

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2985223

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Head office

Responsibilities

Tasks

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

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

Experience and specialization

Computer and technology knowledge

Accounting software

MS Excel

MS Outlook

MS Windows

MS Word

Benefits

Other benefits

Free parking available

How to apply

By email

amaraincv@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Do you have previous experience in this field of employment?
 - What is the highest level of study you have completed?
-

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: amaraincv@gmail.com

Posted on canadianjobportal.com