



## Bookkeeper

**Posted by:** THE CASH HUT

**Posting date:** 31-Jul-2024      **Closing date:** 27-Jan-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** Whitby

**Salary:** \$29.25 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3520704

Expired

## Job description:

### Responsibilities

#### Tasks

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 trial balance of books  
Reconcile accounts

## **Experience and specialization**

### **Computer and technology knowledge**

Accounting software  
MS Excel  
MS Outlook  
MS Word  
Quick Books

## **Additional information**

### **Work conditions and physical capabilities**

Attention to detail  
Fast-paced environment  
Repetitive tasks

### **Personal suitability**

Accurate  
Client focus  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Team player

**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@thecashhut.com](mailto:info@thecashhut.com)**

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