



Bookkeeper

Posted by: Clay Hill Equipment Inc.

Posting date: 01-Aug-2024 **Closing date:** 28-Jan-2025

Education: High School Certificate

Language: English

Job location: Doaktown

Salary: \$22 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4009002

Expired

Job description:

Job duties:

- 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 tax returns
- Prepare trial balance of books

Requirements:

- High school diploma.
- Computer knowledge: MS Excel, MS Word, ...
- Focus on quality and attention to details.
- Time management, organizational skill, teamwork skills.

Benefit:

- Competitive wage at \$22 per hour.
- Opportunities for career growth and advancement.
- Stable, employment full-time 40 hour per week
- Overtime will be paid at 1.5 times the regular after 8 hours/day and 40 hours/week.
- Vacation pay will be at 4% of basic wage.
- Qualified for a three-week vacation.

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: clayhillsj@gmail.com

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