



## 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

## 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](mailto:clayhillsj@gmail.com)

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