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BOOKEEPER

Posted by: 14104552

Posting date: 08-Aug-2024 **Closing date:** 04-Feb-2025

Education: Bachelors

Language: English

Job location: Kimberley

Salary: \$27 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4569986

Job description:

JOB POSTING ADVERTISED

bookkeeper Verified

Posted on August 02, 2024 by 14104552 CANADA INC.

Job details

Kimberley, BC

V1A 3A1

On site

27.00 hourly / 32 to 40 hours per Week

Permanent employment

Full time

Day, Morning, Shift

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3024718

Overview

Languages

English

Education

Bachelor's degree

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Private sector

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
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Prepare trial balance of books
- Reconcile accounts

Experience and specialization

Computer and technology knowledge

- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Quick Books
- TaxPrep

Area of specialization

- Accounting

Additional information

Personal suitability

- Accurate
- Client focus
- Judgement

Organized
Reliability
Team player
Time management

Benefits

Other benefits

Free parking available

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

sahilbandulla@gmail.com

Advertised until

2024-09-01