



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

Expired

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

sahilbhandulla@gmail.com

Advertised until

2024-09-01

Posted on canadianjobportal.com