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Bookkeeper (NOC 12200)

Posted by: PRO - TAX CONSULTANTS INC.

Posting date: 28-Aug-2024 **Closing date:** 24-Feb-2025

Education: College/CEGEP

Language: English

Job location: Mississauga

Salary: \$30.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7343161

Job description:

Job Title: Bookkeeper (NOC 12200)

Company Name: PRO - TAX CONSULTANTS INC.

Work Location: 808 Britannia Rd W Unit #201, Mississauga, ON L5V 0A6

Salary: \$30.50 / hour with 10 Days of Paid Vacation

Number of Positions: 1 Vacancy

Employment Groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Visible minorities, Youth, Refugees

Terms of Employment: Permanent, Full time: 30-35 hours/week

Start date: As soon as possible

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
- Reconcile accounts

Computer & Technology Knowledge

Accounting software

MS Excel

MS Outlook

MS Word

Job requirements:

Languages: English

Experience/Qualifications:

College/CEGEP

1-2 years of related work experience

Work Conditions and Physical Capabilities:

Fast-paced environment, Work under pressure, Attention to detail

Personal Suitability:

Client Focus, accurate, flexibility, organized, team player and time management

How to apply

By email: protax608@gmail.com

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer may not consider your job application.