



## **BOOKKEEPER (NOC: 12200)**

**Posted by:** CPCATS

**Posting date:** 30-Aug-2024      **Closing date:** 25-Aug-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$29.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3923529

### **Job description:**

## **BOOKKEEPER (NOC: 12200)**

Posted on by CPCATS on August 29, 2024

### **JOB DETAILS**

#### **Location**

6319 - 150 Avenue NE, Edmonton, AB T5X 1W7

#### **Salary**

\$29.50 / 30 hours per Week

### **TERMS OF EMPLOYMENT**

## **Permanent employment**

Full time

## **Start date**

Starts as soon as possible

## **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

1 year to less than 2 years

### **On site**

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

## **RESPONSIBILITIES**

### **Tasks**

- 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 trial balance of books

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel

## **ADDITIONAL INFORMATION**

### **Transportation/travel information**

- Public transportation is available

### **Work conditions and physical capabilities**

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines
- Work under pressure

### **Personal suitability**

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Flexibility
- Organized
- Reliability

- Team player
- Time management
- Adaptability

### **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**

#### **Direct Apply**

By applying directly to Job Bank (Direct Apply)

#### **By email**

[cpcats-jobs@post.com](mailto:cpcats-jobs@post.com)

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: [cpcats-jobs@post.com](mailto:cpcats-jobs@post.com)

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