



Bookkeeper

Posted by: Road Runner Freight Inc.

Posting date: 05-Sep-2024 **Closing date:** 25-Sep-2024

Education: Bachelor Degree

Language: English

Job location: Lethbridge

Salary: \$29.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4364988

Job description:

Overview

Languages

English

Education

Bachelor's degree

Experience

7 months to less than 1 year

On site

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

Work setting

On-site customer service

Urban area

Willing to relocate

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

Maintain general ledgers and financial statements

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 Excel

MS PowerPoint

MS Word

Area of specialization

Accounting

Additional information

Security and safety

Basic security clearance

Transportation/travel information

Own transportation

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Overtime required

Repetitive tasks

Tight deadlines

Work under pressure

Personal suitability

Client focus

Excellent oral communication

Flexibility

Judgement

Organized

Team player

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

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: jobs.roadrunnerfreight@outlook.com

Posted on canadianjobportal.com