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## Accounting Bookkeeper

**Posted by:** A & R Metal Industries Ltd.

**Posting date:** 11-Sep-2024      **Closing date:** 10-Mar-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Richmond

**Salary:** \$57,750 Per Year

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4132499

## Job description:

### Job Details:

As an accounting bookkeeper, you will oversee and document financial transactions, encompassing both accounts payable and receivable, while ensuring precision and adherence to company standards. You will prepare and reconcile financial statements, monitor expenditures, and contribute to budgeting and financial reporting processes. Moreover, you will manage payroll administration and maintain meticulously organized financial records to facilitate comprehensive audits and financial analysis.

### Responsibilities:

- 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
- Prepare and manage financial records, establish, maintain, and balance various accounts using manual and SAP system.
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain journal ledgers and prepare financial statements
- Handle intercompany transactions, reconciling bank statements, accounts payable, accounts receivable, payroll processing, and filing of other documents.
- Prepare government filings including GST, PST, source deductions remittance and WorkSafe BC in a timely manner.
- Prepare other statistical, financial and accounting reports.
- Developing and monitoring business performance metrics.
- Demonstrate ability to work in a team environment and with minimal supervision.
- Directly report to controller.

## Requirements:

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Experience:** 1 year to less than 2 years
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**To apply, please submit your resume at [info@armetal.net](mailto:info@armetal.net). We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.**