



BOOKKEEPER

Posted by: ESSO HIGH PRAIRIE

Posting date: 26-Sep-2024 **Closing date:** 16-Oct-2024

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: High Prairie

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4601771

Expired

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Job Type

Permanent

Address

4247 53 AVE, High Prairie, AB, T0G 1E0

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

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

Post journal entries

Prepare other statistical, financial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

Experience and specialization

Computer and technology knowledge

Accounting software

MS Excel

MS Windows

MS Word

Additional information

Work conditions and physical capabilities

- 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
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player

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.rukmanigroupltd@yahoo.com

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