



## Accounting bookkeeper

**Posted by:** ORBIT EXPRESS INC

**Posting date:** 08-Oct-2024      **Closing date:** 06-Apr-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** Mississauga

**Salary:** \$29.75 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ3436617

## Job description:

### 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**

Tally ERP

Accounting software

MS Excel

MS Outlook

Quick Books

TaxPrep

MS Office

### **Area of specialization**

Accounting

## **Additional information**

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

Ability to work independently

Attention to detail

Fast-paced environment

### **Personal suitability**

Excellent oral communication

Excellent written communication

Team player

Time management

**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: [careers.orbitexpress@gmail.com](mailto:careers.orbitexpress@gmail.com)**

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