



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

Expired

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

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