



## Accounting Bookkeeper

**Posted by:** Janet Isola Real Estate

**Posting date:** 24-Oct-2024      **Closing date:** 22-Apr-2025

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

**Language:** English

**Job location:** Fort McMurray

**Salary:** \$29.00 to 35.00 hourly Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3694035

Expired

### Job description:

#### Overview

#### Languages

English

#### Education

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

### **On site**

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

### **Responsibilities**

#### **Tasks**

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

### **Benefits**

#### **Other benefits**

Learning/training paid by employer

On-site amenities

Team building opportunities

Parking available

Wellness program

### **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**.

How to apply

**By email**

[theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

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: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

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