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Accounting Bookkeeper

Posted by: Bois Consultants Inc.

Posting date: 03-Dec-2024 **Closing date:** 01-Jun-2025

Education: College/CEGEP

Language: English

Job location: Edmonton

Salary: \$30.50 to 40.50 (To be negotiated) Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2567123

Job description:

Job details

Edmonton, AB
T6E 0A6

On site

30.50 to 40.50 hourly (To be negotiated) / 30 to 44 hours per Week

Permanent employment
Full time

Flexible Hours, Morning

Starts as soon as possible

1 vacancy

Job Bank #3169515

Overview

Languages

English

Education

College/CEGEP

Experience

2 years to less than 3 years

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 trial balance of books

Reconcile accounts

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

boisconsult@gmail.com