



Bookeepers

Posted by: T&P Elegant Nails Spa Inc.

Posting date: 13-Jan-2025 **Closing date:** 02-Feb-2025

Education: Colleague/University

Language: English

Job location: Saint John

Salary: \$20 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4988065

Expired

Job description:

Job Title: Bookkeeper

Job Overview: We are seeking a detail-oriented and reliable bookkeeper to join our team. The ideal candidate will have experience in managing financial transactions, reconciling accounts, and preparing financial reports. The bookkeeper will play a crucial role in ensuring our financial records are accurate and up-to-date.

Key Responsibilities:

- Record and categorize daily financial transactions (sales, purchases, receipts, and payments).
- Maintain accurate general ledger entries.
- Reconcile bank statements, credit card accounts, and other financial records on a monthly basis.

- Prepare financial statements, such as balance sheets, income statements, and cash flow reports.
- Process payroll, including employee wages, taxes, and deductions.
- Ensure compliance with tax laws and file required tax returns in a timely manner.
- Handle accounts payable and accounts receivable, ensuring accurate and timely payments and collections.
- Assist in the preparation of budgets and forecasts.
- Monitor financial transactions to identify and resolve discrepancies or issues.
- Support external auditors during audits and provide necessary documentation.
- Maintain and organize financial records for easy access and reference.

Qualifications:

- Proven experience as a bookkeeper or in a similar role.
- Knowledge of bookkeeping and accounting principles.
- Proficient in accounting software (e.g., QuickBooks, Xero, or similar).
- Strong understanding of financial transactions, reconciliations, and financial reporting.
- Excellent attention to detail and accuracy.
- Strong organizational and time management skills.
- Good communication skills to interact with team members and clients.
- Associate's degree in accounting, finance, or related field (preferred).

Preferred Skills:

- Experience with payroll processing and tax filings.
- Familiarity with business and tax regulations.
- Ability to work independently and manage multiple tasks.

Work Environment:

- Full-time position, with standard office hours (9:00 AM – 5:00 PM).
- Hybrid work options may be available depending on company policy.

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: ba.vinh.do123@gmail.com

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