



## ACCOUNTING ASSISTANT (NOC:14200)

**Posted by:** Reliable Trucking Corporation

**Posting date:** 03-Mar-2025      **Closing date:** 30-Aug-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Elk Point

**Salary:** \$19.25 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6392008

### Job description:

## ACCOUNTING ASSISTANT (NOC:14200)

Posted on by Reliable Trucking Corporation on October 19, 2024

### JOB DETAILS

#### **Location**

Elk Point, AB T0A 1A0

#### **Salary**

\$19.25 hourly / 40 hours per Week

### TERMS OF EMPLOYMENT

## **Permanent employment**

Full time

## **Start date**

Starts as soon as possible

## **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

7 months to less than 1 year

### **Work setting**

Trucking company

## **RESPONSIBILITIES**

### **Tasks**

- Prepare general ledger
- Prepare journal entry
- Manage accounts receivable
- Manage accounts payable
- Prepare payroll
- Invoice clients
- Perform clerical duties, such as maintain filing and record systems

- Perform general office duties

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- MS Excel
- MS Word

### **Area of specialization**

- Accounting

## **ADDITIONAL INFORMATION**

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

- Fast-paced environment
- Repetitive tasks
- Attention to detail

### **Personal Suitability**

- Ability to multitask
- Accurate
- Client focus
- Organized
- Reliability
- Quick learner

## **WHO CAN APPLY TO THIS JOB?**

### **The employer accepts applications form:**

Canadian citizens and permanent or temporary residents of Canada  
Other candidates with or without a valid Canadian work permit.

### **HOW TO APPLY**

#### **Direct Apply**

By applying directly to Job Bank (Direct Apply)

#### **By email**

[reliabletrucking-jobs@post.com](mailto:reliabletrucking-jobs@post.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: [reliabletrucking-jobs@post.com](mailto:reliabletrucking-jobs@post.com)

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