



Bookkeeper

Posted by: SHIRAZALI JUMANI INC.

Posting date: 28-Dec-2023 **Closing date:** 25-Jun-2024

Education: Min. College Diploma 1-2 years

Language: English

Job location: Port Coquitlam

Salary: \$27.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3133447

Expired

Job description:

Shirazali Jumami Inc. is looking for a full time Bookkeeper to join team as soon as possible.

Job duties

- Calculate and prepare cheques for payroll
- 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
- Computer and technology knowledge - MS Excel, MS Word, Quick Books

Number of vacancies: 1

Job Type: Full-time, Permanent

Salary: \$ 27.00 per hour

Schedule: 40 hours/week

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Language: English

Start Date: As soon as possible

Working conditions: Morning, Day, Evening, Weekend, Overtime

Work Location: 2300-2850 SHAUGHNESSY ST, PORT COQUITLAM BC V3C 6K5

Apply now: By sharing your resume via email at jobs.shirazalijumani@gmail.com

Please note: Apply to this job only if you are legally entitled to work in Canada.

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: jobs.shirazalijumani@gmail.com

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