



Bookkeeper

Posted by: Comfort Inn & Suites

Posting date: 01-Aug-2023 **Closing date:** 30-Sep-2023

Education:

Language:

Job location:

Salary: \$26.67

Years of Experience:

Vacancy: 1

Job Type: Full Time

Job id: CAJ6368234

Expired

Job description:

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Employer Name - Comfort Inn & Suites

Business Location - 355 McNeely Avenue, Carleton Place, ON K7C 0A1

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Job Title - Bookkeeper

Wage - CAD \$26.67/hour

No. of Vacancies - 1

Terms of Employment - Permanent, Full Time, 32 hours/week

Language - English

Date of Joining - As soon as possible

Education - Secondary (high) school graduation certificate

Experience - 1 year to less than 2 years

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

Work conditions and physical capabilities

- Attention to detail
- Repetitive tasks

How to apply

By email - carletonplacecomfortinn@gmail.com

Posted on canadianjobportal.com