



Bookkeeper

Posted by: Kalra Accounting Inc.

Posting date: 26-Dec-2023 **Closing date:** 16-Jan-2024

Education: College Diploma or Degree

Language: English

Job location:

Salary: \$27.50

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2615451

Expired

Job description:

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- rn
- Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year
- rn
- Experience: 1 year to less than 2 years
- rn

- Calculate and prepare cheques for payroll
- rn
- Calculate fixed assets and depreciation
- rn
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- rn
- Maintain general ledgers and financial statements
- rn
- Post journal entries
- rn
- Prepare other statistical, financial and accounting reports
- rn
- Prepare tax returns
- rn
- Prepare trial balance of books
- rn
- Reconcile accounts
- rn
- Work Term: Permanent
- rn
- Work Language: English
- rn
- Hours: 32 to 40 hours per week
- rn

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