



## 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

## 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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