



Bookkeeper

Posted by: Kalra Accounting Inc.

Posting date: 28-Aug-2023 **Closing date:** 27-Oct-2023

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: CAJ6660909

Expired

Job description:

- 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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