



Bookkeeper

Posted by: AJP Facility Contract Management INC.

Posting date: 28-Nov-2023 **Closing date:** 19-Dec-2023

Education:

Language: English

Job location: Surrey

Salary: \$26

Years of Experience: One

Vacancy: 1

Job Type: Full Time

Job id: CAJ1551470

Expired

Job description:

AJP Facility Contract Management Inc. is looking to hire a **bookkeeper** to join our growing team in Surrey, BC.

Job Duties

- Calculate and prepare cheques for payroll
- Calculate fixed assets and depreciation
- 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 trial balance of books
- Reconcile accounts

Personal Suitability: Accurate, Dependability, Organized

Work Conditions and Physical Capabilities: Attention to detail, Fast-paced environment, Repetitive tasks, Tight deadlines

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Number of Positions: 1 (One)

Salary: \$ 26 per hour

Job Type: Permanent employment, Full time 35-40 hours per week

Starting date: As soon as possible

Work Address: 13311 80 Avenue, Surrey, BC V3W 3B5

Employment groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Visible minorities, Youth

Only persons who are legally allowed to work in Canada can apply for this job. If you are not currently authorized to work in Canada, do not apply as the employer will not consider your job application.

How to Apply: Please submit your resume by email **including the position title in the subject line** of your email to jobs.ajpfacility@gmail.com

We will consider all the applications but only short-listed will be contacted for interviews.

Posted on canadianjobportal.com