BOOKKEEPER (NOC: 12200)

Posted by: BOLA HEALTH CARE SERVICE INC.

Posting date:04-Feb-2024   **Closing date**: 02-Aug-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location:

Salary: $25

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time   **Job id**: CAJ2578217

Job description:

BOOKKEEPER (NOC: 12200)

Posted on January 30, 2024 by BOLA HEALTHCARE SERVICE INC.

JOB DETAILS
Location
North York, Ontario M3N 2S5

Salary

$25.00 hourly / 40 hours per Week

Terms of employment
Permanent employment

Full time
Day, Morning, Weekend

Start date
Starts as soon as possible

Vacancies
1 vacancy

OVERVIEW
Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

Work setting
Private sector
Health care institution, facility or clinic

RESPONSIBILITIES
Tasks

- 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 tax returns
- Prepare trial balance of books
- Experience and specialization
- Computer and technology knowledge
- MS Outlook
- MS Windows
- Spreadsheet

ADDITIONAL INFORMATION
Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines
- Work under pressure

Personal suitability

- Accurate
- Dependability
- Efficient interpersonal skills
- Flexibility
- Judgement
- Organized
- Reliability
- Team player
- Adaptability

WHO CAN APPLY TO THIS JOB?
The employer accepts applications from:
Canadian citizens and permanent or temporary residents of Canada.
Other candidates with or without a valid Canadian work permit.

HOW TO APPLY
Direct Apply
By applying directly on Job Bank (Direct Apply)

By email
bolahealthcare-careers@post.com

Posted on canadianjobportal.com