



BOOKKEEPER (NOC: 12200)

Posted by: MINTHORN & ASSOCIATES

Posting date: 04-Feb-2024 **Closing date:** 03-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: CAJ1925831

Expired

Job description:

BOOKKEEPER (NOC: 12200)

Posted on January 29, 2024, by MINTHORN & ASSOCIATES

JOB DETAILS

Location

North York, Ontario M3H 5S4

Salary

\$25.00 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Day, Morning

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

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 other statistical, financial and accounting reports
- Prepare trial balance of books
- Reconcile accounts

- Experience and specialization

Computer and technology knowledge

Accounting software

MS Office

Personal suitability

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

minthorn-careers@post.com

Posted on canadianjobportal.com