



BOOKKEEPER (NOC: 12200)

Posted by: 8834113 CANADA INC.

Posting date: 15-Feb-2024 **Closing date:** 13-Aug-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Mississauga

Salary: \$25 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ1350269

Expired

Job description:

BOOKKEEPER NOC: 12200)

Posted on February 15, 2024, by 8834113 Canada Inc.

JOB DETAILS

Location

Mississauga, Ontario L5C 2B8

Salary

\$25.00 hourly / 40 hours per Week

Terms of employment

Permanent employment, Full time

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

Trucking company

RESPONSIBILITIES

Tasks

- Calculate and prepare cheques for payroll
- Maintain general ledgers and financial statements
- Post journal entries
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Prepare trial balance of books
- Reconcile accounts

Computer and technology knowledge

- Accounting software
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks

Efficient interpersonal skills

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

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

8834113cadinc-jobs@post.com

Posted on canadianjobportal.com