



## Bookkeeper

**Posted by:** Food Factory Inc.

**Posting date:** 22-Feb-2024      **Closing date:** 20-Aug-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Vaughan

**Salary:** \$25

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5921503

Expired

### Job description:

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

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