



Bookkeeper

Posted by: Bug Elimination and Prevention Corporation

Posting date: 19-Mar-2024 **Closing date:** 15-Sep-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Language: English

Job location: Waterloo

Salary: \$25.50- 26.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6938737

Expired

Job description:

Job Description:

Bookkeeper

Job Requirements:

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Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Experience and specialization

Computer and technology knowledge

Caseware/Caseview
MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
Quick Books
MS Office
Spreadsheet
Xero
Sage Accounting Software
Area of specialization
Accounting

Responsibilities:

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

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: beapcocareers@gmail.com

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