



Senior Bookkeeper

Posted by: Ultra Form Mfg 2021 Inc.

Posting date: 20-Mar-2024 **Closing date:** 16-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: Toronto

Salary: \$\$30-\$31 Per Year

Years of Experience: 5 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5308359

Expired

Job description:

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: ultraformcareers@gmail.com

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