



Accounting Bookkeeper

Posted by: Meeko Supermarket Inc.

Posting date: 04-Apr-2024 **Closing date:** 01-Oct-2024

Education: College/CEGEP

Language: English

Job location: Wood Buffalo

Salary: \$28.50 to 38.50 hourly (To be negotiated) Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3108705

Expired

Job description:

Overview

Languages

English

Education

College/CEGEP

Experience

2 years to less than 3 years

Responsibilities

Tasks

- 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 the trial balance of books
- Reconcile accounts

Additional information

Personal suitability

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgment
- Organized
- Reliability
- Team player
- Time management
- Adaptability

Who can apply for this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

Address: 10012 Franklin Ave, Fort McMurray, AB T9H 2K6

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: theboisconsultants@gmail.com

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