



## Accounting bookkeeper

**Posted by:** Yem Yem Pizza

**Posting date:** 08-Apr-2024      **Closing date:** 05-Oct-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$20.00 to 35.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7595930

Expired

## Job description:

### Responsibilities

#### Tasks

- 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 the trial balance of books  
Reconcile accounts

## **Additional information**

### **Work conditions and physical capabilities**

Attention to detail  
Repetitive tasks  
Tight deadlines

### **Personal suitability**

Accurate  
Dependability  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Reliability

## **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:** [10023 Macdonald Avenue, FORT MCMURRAY ALBERTA T9H 1S9](#)

**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: [boisconsult@gmail.com](mailto:boisconsult@gmail.com)**

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