



Accounting Bookkeeper

Posted by: Modelle Hair Express

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

Education: College/CEGEP

Language: English

Job location: Wood Buffalo

Salary: \$29.00 to 39.00 hourly (To be negotiated) Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3891253

Expired

Job description:

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

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: 30 Riedel Street, Fort McMurray Alberta T9H3E1

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

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