



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

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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