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# BOOKKEEPER

**Posted by:** Reliable Trucking Corporation

**Location:** Elk Point

**Salary:** \$16 Per Hour

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## Job Details

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**Job ID**

NCJ5793193

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**Posting Date :** 31-Oct-2024

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**Expiry Date :** 29-Apr-2025

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**Education :** College/CEGEP

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

### BOOKKEEPER (NOC:12200)

Posted on by Reliable Trucking Corporation on September 16, 2024

#### JOB DETAILS

**Location**

Elk Point, AB T0A 1A0

**Salary**

\$16 hourly / 40 hours per Week

**TERMS OF EMPLOYMENT****Permanent employment**

Full time

**Shift**

Day, Morning, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW****Languages**

English

**Education**

College/CEGEP

**Experience**

1 year to less than 2 years

**Work setting**

Trucking company

**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 trial balance of books
- Reconcile accounts

### **Experience and specialization**

#### **Computer and technology knowledge**

- MS Windows
- MS Office

#### **Area of specialization**

- Accounting

### **ADDITIONAL INFORMATION**

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

- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines
- Work under pressure

#### **Personal Suitability**

- Accurate
- Dependability
- Efficient interpersonal skills

- Excellent oral communication
- Flexibility
- Judgement
- Organized
- Reliability

### **WHO CAN APPLY TO THIS JOB?**

#### **The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

### **HOW TO APPLY**

#### **By applying directly to Job Bank (Direct Apply)**

#### **By email**

reliabletrucking-jobs@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

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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: [reliabletrucking-jobs@post.com](mailto:reliabletrucking-jobs@post.com)

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