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# Bookkeeper

**Posted by:** Food Factory Inc.

**Location:** Concord

**Salary:** \$34.50 Per Hour

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## Job Details

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**Job ID**

NCJ5168278

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**Posting Date :** 30-Sep-2024

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**Expiry Date :** 29-Mar-2025

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**Education :** Bachelor's degree

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## Job Description

Calculate and prepare cheques for payroll

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

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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: [info@foodfactorycanada.com](mailto:info@foodfactorycanada.com)**

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