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## Bookkeeper

**Posted by:** Food Factory Inc.

**Posting date:** 30-Sep-2024      **Closing date:** 29-Mar-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** Concord

**Salary:** \$25.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ5168278

## 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