



Accounting bookkeeper

Posted by: ORBIT EXPRESS INC

Location: Mississauga

Salary: \$29.75 Per Hour

Job Details

Job ID

NCJ2645271

Posting Date : 08-Oct-2024

Expiry Date : 06-Apr-2025

Education : Bachelor's degree

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

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

Tally ERP
Accounting software
MS Excel
MS Outlook
Quick Books
TaxPrep
MS Office

Area of specialization

Accounting

Additional information

Work conditions and physical capabilities

Ability to work independently
Attention to detail
Fast-paced environment

Personal suitability

Excellent oral communication
Excellent written communication
Team player
Time management

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: careers.orbitexpress@gmail.com

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