

# newcomerjobsincanada.com

## Bookkeeper

**Posted by:** 2511290 Ontario Inc.

**Posting date:** 23-Oct-2024      **Closing date:** 21-Apr-2025

**Education:** College/CEGEP

**Language:** English

**Job location:** Brampton

**Salary:** \$29 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ7583761

## Job description:

Position: Bookkeeper

Company Name: 2511290 Ontario Inc.

Location: : 66 Tobermory Cres, Brampton, ON, L6V4T5

Languages: English

Education: College Diploma

Wages: \$29 hourly / 35 hours per Week

Vacancy: 1 vacancy

Start Date: Starts as soon as possible

Experience: 7 months to less than 1 year

Responsibilities: 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.

How to Apply: email your resumes at: [jasmangat.tax@gmail.com](mailto:jasmangat.tax@gmail.com)