



Accounting Bookkeeper

Posted by: Janet Isola Real Estate

Location: Fort McMurray

Salary: \$29.00 to 35.00 hourly Per Hour

Job Details

Job ID

NCJ3315532

Posting Date : 24-Oct-2024

Expiry Date : 22-Apr-2025

Education : College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

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

Benefits

Other benefits

Learning/training paid by employer

On-site amenities

Team building opportunities

Parking available

Wellness program

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

theboisconsultants@gmail.com

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: theboisconsultants@gmail.com

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