

# BOOKKEEPER (NOC: 12200)

**Posted By: CPCATS**

**Location: Edmonton**

**Salary: \$29.50 Per Hour**

**JOB ID : RJ5495411**

**Posting Date : 30-Aug-2024**

**Expiry date : 26-Feb-2025**

**Education : Secondary (high) school graduation certificate**

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

### **BOOKKEEPER (NOC: 12200)**

Posted on by CPCATS on August 29, 2024

#### **JOB DETAILS**

##### **Location**

6319 - 150 Avenue NE, Edmonton, AB T5X 1W7

##### **Salary**

\$29.50 / 30 hours per Week

#### **TERMS OF EMPLOYMENT**

**Permanent employment**

Full time

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW**

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**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 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 trial balance of books

**Experience and specialization**

**Computer and technology knowledge**

- MS Excel

**ADDITIONAL INFORMATION**

**Transportation/travel information**

- Public transportation is available

## **Work conditions and physical capabilities**

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines
- Work under pressure

## **Personal suitability**

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Flexibility
- Organized
- Reliability
- Team player
- Time management
- Adaptability

## **WHO CAN APPLY TO THIS JOB?**

### **The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada  
Other candidates with or without a valid Canadian work permit.

## **HOW TO APPLY**

### **Direct Apply**

By applying directly to Job Bank (Direct Apply)

### **By email**

cpcats-jobs@post.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: [cpcats-jobs@post.com](mailto:cpcats-jobs@post.com)

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