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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: RJ4732587

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