

Bookkeeper

Posted By: Food Factory Inc.

Location: Concord

Salary: \$34.50 Per Hour

JOB ID : RJ4732587

Posting Date : 30-Sep-2024

Expiry date : 29-Mar-2025

Education : Bachelor's degree

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

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

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: info@foodfactorycanada.com
