

Bookkeeper

Posted By: Food Factory Inc.

Location: Concord

Salary: \$35 Per Hour

JOB ID : RJ5976131

Posting Date : 23-Jan-2025

Expiry date : 22-Jul-2025

Education : Bachelor's degree

Language : English and Hindi

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

Prepare reports for senior management

Prepare financial information for individuals, departments or companies

Assist in preparing annual budgets

Develop and implement policies and procedures for daily operations

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

Posted on refugeejobportal.com