

# Accounting Technician

**Posted By:** DMCL Chartered Professional Accountants

**Location:** Port Coquitlam

**Salary:** \$34.62 Per Hour

**JOB ID :** RJ1478532

**Posting Date :** 14-Jan-2025

**Expiry date :** 13-Jul-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

**Title of Position:** Accounting Technician

**NOC :** 12200

**No. of Positions:** 1

**Work Location:** Port Coquitlam, BC

**Terms of Employment:** Permanent Employment, Full Time

**Hours of work:** 35 hours per week

**Wage:** \$34.62 per hour

**Job requirements:** Starts as soon as possible

**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

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

### **Responsibilities**

#### **Tasks**

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 income tax

### **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

Excellent written communication

Flexibility

Judgement

Organized

Reliability

Team player

Time management

Adaptability

### **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Veterans, Visible minorities

**Apply by email:** [hiring.dmcl@gmail.ca](mailto:hiring.dmcl@gmail.ca)

### **Who can apply to this job?**

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

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: [hiring.dmcl@gmail.ca](mailto:hiring.dmcl@gmail.ca)

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