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BOOKKEEPER (NOC: 12200)

Posted by: LS Bookkeeping Services Ltd.

Posting date:23-Sep-2024 **Closing date:** 22-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$28.85 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: RJ3850670

Job description:

BOOKKEEPER (NOC:12200)

Posted on by LS Bookkeeping Services Ltd. on July 26, 2024

JOB DETAILS

Location

140 Dechene Road, Edmonton, AB T6M 2N1

Salary

\$28.85 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day, Morning, Weekend

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

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
- Reconcile accounts

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Outlook
- Quick Books

ADDITIONAL INFORMATION

Transportation/travel information

- Own transportation
- Public transportation is available

Work conditions and physical capabilities

- Attention to detail
- Repetitive tasks
- Tight deadlines
- Work under pressure

Personal Suitability

- Accurate
- Dependability
- Efficient interpersonal skills
- Judgement
- Organized
- Reliability
- Team player
- Time management

BENEFITS

Health benefits

- Health care plan

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

lsbookkeeping-jobs@post.com

By mail

140 Dechene Road
Edmonton, AB
T6M 2N1

