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BOOKKEEPER

Posted by **Reliable Trucking Corporation**

Job Details

Posting Date: 31-Oct-2024

Closing Date: 29-Apr-2025

Location: Elk Point

Salary: \$16 Per Hour

Job Requirements

Education: College/CEGEP

Language: English

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job ID: YJ2734889

Job Description

BOOKKEEPER (NOC:12200)

Posted on by Reliable Trucking Corporation on September 16, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$16 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

College/CEGEP

Experience

1 year to less than 2 years

Work setting

Trucking company

RESPONSIBILITIES

Tasks

- €€€€€ Calculate and prepare cheques for payroll
- €€€€€ Calculate fixed assets and depreciation
- €€€€€ 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

Experience and specialization

Computer and technology knowledge

- €€€€€ MS Windows
- €€€€€ MS Office

Area of specialization

- €€€€€ Accounting

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- €€€€€ Attention to detail

- Fast-paced environment

- Repetitive tasks

- Tight deadlines

- Work under pressure

Personal Suitability

- Accurate

- Dependability

- Efficient interpersonal skills

- Excellent oral communication

- Flexibility

- Judgement

- Organized

- Reliability

WHO CAN APPLY TO THIS JOB?

The employer accepts applications form:

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

HOW TO APPLY

By applying directly to Job Bank (Direct Apply)

By email

reliabletrucking-jobs@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?