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Accounting Technician

Posted by Alliance Tax and Accounting Professional Corporation

Job Details

Posting Date: 02-Jul-2024

Closing Date: 29-Dec-2024

Location: Calgary

Salary: \$29.50 Per Hour

Job Requirements

Education: College/CEGEP

Language: English

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job ID: YJ4354866

Job Description

Accounting technician

Alliance Tax and Accounting Professional Corporation

Job details

Calgary, AB
T2H 1L9

29.50 hourly / 35 hours per Week

Permanent employment
Full time

Starts as soon as possible

Benefits: Financial benefits, Other benefits

1 vacancy

Job Bank #2972171

Overview

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

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
