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## Bookkeeper

**Posted by:** 2119058 Ontario Inc

**Posting date:** 08-Jul-2024      **Closing date:** 04-Jan-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Scarborough

**Salary:** \$25.00 to 28.00 hourly (to be negotiated) 40 to 50 hours per Week Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** YJ5799402

## Job description:

We are looking for 2 Bookkeeper positions for our business located at North York, ON, M3A 3R3.

This is a permanent employment for full time at least 32 hours per week.

Duties:

- 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 tax returns
- Prepare trial balance of books

**Required knowledge:**

- Computer and technology knowledge
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Spreadsheet

**The right candidate:**

- Knowledge of English
- High School Certificate
- At least 1 year of relevant work experience

Please send your resumes at: [drbusinessjobs@gmail.com](mailto:drbusinessjobs@gmail.com)

Only qualified candidates will be contacted for an interview.