



BOOKKEEPER (NOC: 12200)

Posted by: CPCATS

Location: Edmonton

Salary: \$29.50 Per Hour

Job ID: YJ6923733

Posting Date: 30-Aug-2024

Expiry Date: 25-Aug-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

BOOKKEEPER (NOC: 12200)

Posted on by CPCATS on August 29, 2024

JOB DETAILS

Location

6319 - 150 Avenue NE, Edmonton, AB T5X 1W7

Salary

\$29.50 / 30 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

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

On site

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

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

Experience and specialization

Computer and technology knowledge

- MS Excel

ADDITIONAL INFORMATION

Transportation/travel information

- Public transportation is available

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
- Flexibility
- Organized
- Reliability
- Team player
- Time management
- Adaptability

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

cpcats-jobs@post.com

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: cpcats-jobs@post.com

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