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# Bookkeeper

Posted by 2511290 Ontario Inc.

## Job Details

**Posting Date:** 23-Oct-2024

**Closing Date:** 21-Apr-2025

**Location:** Brampton

**Salary:** \$29 Per Hour

## Job Requirements

**Education:** College/CEGEP

**Language:** English

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job ID:** YJ2121292

## Job Description

Position: Bookkeeper

Company Name: 2511290 Ontario Inc.

Location: : 66 Tobermory Cres, Brampton, ON, L6V4T5

Languages: English

Education: College Diploma

Wages: \$29 hourly / 35 hours per Week

Vacancy: 1 vacancy

Start Date: Starts as soon as possible

Experience: 7 months to less than 1 year

Responsibilities: 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.

How to Apply: email your resumes at: [jasmangat.tax@gmail.com](mailto:jasmangat.tax@gmail.com)