

Powered by  [canadianyouthjobs.com](https://canadianyouthjobs.com)

## BOOKKEEPER (NOC: 12200)

Posted by LS Bookkeeping Services Ltd.

### Job Details

**Posting Date:** 23-Sep-2024

**Closing Date:** 22-Mar-2025

**Location:** Edmonton

**Salary:** \$28.85 Per Hour

### Job Requirements

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

**Language:** English

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job ID:** YJ5514201

### Job Description

# **BOOKKEEPER (NOC:12200)**

Posted on by LS Bookkeeping Services Ltd. on July 26, 2024

## **JOB DETAILS**

### **Location**

140 Dechene Road, Edmonton, AB T6M 2N1

### **Salary**

\$28.85 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**

Secondary (high) school graduation certificate

### **Experience**

1 year to less than 2 years

## **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
- Reconcile accounts

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- Quick Books

## **ADDITIONAL INFORMATION**

### **Transportation/travel information**

- Own transportation
- Public transportation is available

### **Work conditions and physical capabilities**

- Attention to detail
- Repetitive tasks

- Tight deadlines

- Work under pressure

### **Personal Suitability**

- Accurate

- Dependability

- Efficient interpersonal skills

- Judgement

- Organized

- Reliability

- Team player

- Time management

### **BENEFITS**

#### **Health benefits**

- Health care plan

### **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**

lsbookkeeping-jobs@post.com

**By mail**

140 Dechene Road

Edmonton, AB

T6M 2N1