



# Bookkeeper

**Posted by: Susan Speigel Architect Inc**

**Location: Mississauga**

**Salary: \$27.50 Per Hour**

**Job ID:** YJ6314695

**Posting Date:** 05-Apr-2024

**Expiry Date:** 05-Oct-2025

**Education:** Bachelor's degree

**Language:** English

**Vacancies:** 1

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

**Job Type:** Full Time

## Job Description

**Job description:**

## Bookkeeper (12200)

**Employer:** Susan Speigel Architect Inc.  
**Location:** 32 Sousa Mendes St, Toronto, Ontario, M6P 0B2  
**Salary:** \$27.50 per hour for 30 to 35 hours per week  
**Job Type:** Full Time, Permanent  
**Start Date:** As soon as possible  
**Language:** English  
**Minimum Education:** Bachelor's Degree  
**Position Available:** 1  
**NOC Group:** 12200—Bookkeeper

### Job Details:

We are looking for a motivated and experienced Bookkeeper to join our team. As a Bookkeeper, you will be responsible for maintaining accurate ledgers, reconciling accounts, and producing financial statements. Moreover, the bookkeeper will track expenses, process invoices, manage payroll, and ensure compliance with tax regulations.

### 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

### Requirements:

- Bachelor's Degree
- Experience: 7 months to less than 1 year

To apply, please submit your resume [accounting@ssastudio.com](mailto:accounting@ssastudio.com). We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

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: [accounting@ssastudio.com](mailto:accounting@ssastudio.com)

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