



BOOKKEEPER (NOC: 12200)

Posted by CPCATS

Posting Date : 30-Aug-2024

Closing Date : 25-Aug-2025

Location : Edmonton

Salary : \$29.50 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:** ABOJ4660919

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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