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Bookkeeper ✓ VERIFIED

Posted on June 16, 2023 by **Liquor hut barrhead**

Job details


 5131 49 Street
Barrhead, AB
T7N 1H1

 28.85 hourly / 30 hours per week

 Permanent employment
Full time

 Day

 Starts as soon as possible

 1 vacancy

✓ Verified

Job Bank #2488237

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

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

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

Employment groups ?

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

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.

Show how to apply

Advertised until

2023-09-10

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Job market information

Bookkeeper

NOC 12200

📍 Athabasca–Grande Prairie–Peace River Region

Median wage

26.92 \$/hour

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