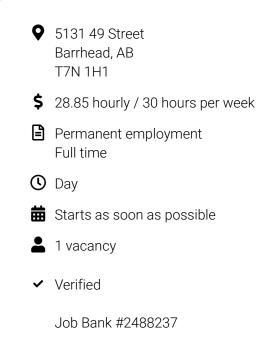


Job Bank > Search

# Bookkeeper - VERIFIED

Posted on June 16, 2023 by Liquor hut barrhead

### Job details



# Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

# Responsibilities

### Tasks

# bookkeeper - Barrhead, AB - Job posting - Job Bank

### Gouvernement du Canada

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 selfidentifying 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

**Important notice:** This job posting was posted directly by the employer on Job Bank. The Government of Canada has taken steps to make sure it is accurate and reliable but cannot guarantee its authenticity.

• Report a problem with this job posting

# Job market information

#### Bookkeeper

NOC 12200

◀ Athabasca-Grande Prairie-Peace River Region

### Median wage

26.92 \$/hour

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...within Barrhead (AB)

**bookkeeper** FasGas

**bookkeeper** Barrhead Petro Canada

**bookkeeper** Westlock Bottle Depot Ltd.

**bookkeeper** Esso Westlock

Similar job postings

**Date modified:** 2023-04-12