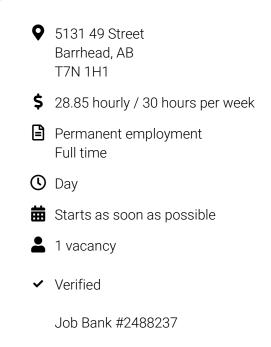


Job Bank > Search

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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