



Job Bank

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Bookkeeper ✓ VERIFIED

Posted on January 17, 2023 by **FasGas**

Job details

📍 4821 53rd Ave
Barrhead, AB
T7N 1N5

💰 \$ 28.85 hourly for 35 to 40 hours per week

📄 Permanent employment
Full time

🕒 Day

📅 Starts as soon as possible

👤 1 vacancy

✓ Verified

Job Bank #2309751

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

Experience

7 months to less than 1 year

Responsibilities

Tasks

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

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS Windows
- MS Word

Additional information

Work conditions and physical capabilities

- Attention to detail
- Fast-paced environment
- Overtime required
- Repetitive tasks
- Tight deadlines
- Work under pressure

Personal suitability

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Reliability
- Team player

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, Veterans, 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.

How to apply

By email:

barrheadfsgas@gmail.com