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Bookkeeper ✓ VERIFIED

Posted on March 22, 2023 by **Barrhead Petro Canada**

Job details

-  Barrhead, AB
 -  16.10 hourly 30 hours per week
 -  Permanent employment
Full time
 -  Day, Evening, Weekend, Morning
 -  Starts as soon as possible
 -  1 vacancy
 -  Verified
- Job Bank #2379759

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

1 year to less than 2 years

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

Accounting software

Simply Accounting

Additional information

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, Persons with disabilities, Newcomers to Canada, Veterans, Visible minorities, Youth**

Who can apply to this job?



Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.

- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

petrobarrhead34@gmail.com

By mail

5709C 49 Street
Barrhead, AB
T7N 1A1

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.

Job market information

bookkeeper

NOC 12200

📍 Athabasca–Grande Prairie–Peace River Region

Median wage

26.92 \$/hour

🔍 Explore this career