

ACCOUNTING BOOKKEEPER

6877826 CANADA INC

Job ID
35714

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/35714>

LOCATION	DATE POSTED	EXPIRY DATE	
7 Valleywest Rd, Brampton, ON Ontario	24-12-2024	02-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00 PER HOUR	7 months to less than 1 year	College/CEGEP

Job Details

Job Details

Terms of employment: Permanent employment,

Full-time Position: 37.5 hours/week

Start date: As soon as possible

Job Code: 12200

Number Of Openings: 1

Apply through Email: hiring.6877826@gmail.com

Job Description

Job Description

Work Conditions and Physical Capabilities

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

Personal Suitability

Effective interpersonal skills, Dependability, Team player, Client focus, Accurate, Excellent written communication, Excellent oralcommunication, Organized, Judgement, Flexibility, Reliability

Specific Skills

Calculate and prepare cheques for payroll, Reconcile accounts, Post journal entries, Maintain general ledgers and financial statements, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Calculate fixed assets and depreciation, Prepare other statistical, financial and accounting reports, Prepare tax returns, Prepare the trial balance of books.