

Bookkeeper

Super 8 Truro by Wyndham

Job ID

40584

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/40584>

LOCATION	DATE POSTED	EXPIRY DATE	
85 Treaty Trail, Millbrook, NS Nova Scotia	16-07-2026	12-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.96	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Title: Bookkeeper
Employer details: Super 8 Truro by Wyndham

Job details:
Location: 85 Treaty Trail, Millbrook, NS, B6L 1W3
Work location: On site
Salary: 31.96 hourly / 32 hours per week
Terms of employment: Permanent employment, Full time
Overtime required, Day
Starts: As soon as possible
Vacancies: 1 Vacancy

Overview:
Languages:
English

Education:
Secondary (high) school graduation certificate

Experience:
1 year to less than 2 years

On site:
Work must be completed at the physical location. There is no option to work remotely.

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

MS Access

MS Excel

MS Outlook

MS Word

Additional information:

Work conditions and physical capabilities:

Attention to detail

Fast-paced environment

Repetitive tasks

Tight deadlines

Personal suitability:

Accurate

Client focus

Dependability

Excellent written communication

Flexibility

Judgement

Organized

Reliability

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

Who can apply for 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 Direct Apply

Additional ways to apply:

By email:

super8trurojobs@gmail.com

By mail:

85 Treaty Trail

Millbrook, NS

B6L 1W3

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