



BOOKKEEPER (NOC: 12200)

Posted by CPCATS

Posting Date : 30-Aug-2024

Closing Date : 25-Aug-2025

Location : Edmonton

Salary : \$29.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5464990

Job Description:

BOOKKEEPER (NOC: 12200)

Posted on by CPCATS on August 29, 2024

JOB DETAILS

Location

6319 - 150 Avenue NE, Edmonton, AB T5X 1W7

Salary

\$29.50 / 30 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

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
- 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 trial balance of books

Experience and specialization

Computer and technology knowledge

- MS Excel

ADDITIONAL INFORMATION

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines
- Work under pressure

Personal suitability

••••• Accurate

••••• Client focus

••••• Dependability

••••• Efficient interpersonal skills

••••• Excellent oral communication

••••• Flexibility

••••• Organized

••••• Reliability

••••• Team player

••••• Time management

••••• Adaptability

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

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

cpcats-jobs@post.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: cpcats-jobs@post.com

Posted on Disabled job Portal