



Bookkeeper

Posted by Food Factory Inc.

Posting Date : 23-Jan-2025

Closing Date : 22-Jul-2025

Location : Concord

Salary : \$35 Per Hour

Job Requirements

- **Education:** Bachelor's degree
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3408481

Job Description:

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 tax returns
Prepare trial balance of books
Reconcile accounts
Prepare reports for senior management
Prepare financial information for individuals, departments or companies
Assist in preparing annual budgets
Develop and implement policies and procedures for daily operations

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: info@foodfactorycanada.com

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