bookkeeper (12200)

BRIGHT LINK TRUCKING LTD

Job ID
45756

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LOCATION	DATE POSTED	EXPIRY DATE
15863 98 AVENUE, Surrey, BC, surrey, BC | British Columbia	25-02-2025	15-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 26.11 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

bookkeeper

BRIGHT LINK TRUCKING LTD

Job details

Location 15863 98 AVENUE Surrey, BC

V4N 2V4

Workplace information On site

Salary

26.11 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

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

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Attention to detail

Repetitive tasks

How to apply

By email

info@brightlinktrucking.ca

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