Bookkeeper (NOC 12200)

1657841 Alberta ltd O/a Fareye systems

Job ID
45849

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LOCATION	DATE POSTED	EXPIRY DATE
5710 17st NW Edmonton, AB T6P 1S4, Edmonton, AB, Edmonton, AB | Alberta	03-03-2025	21-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD $29.50 hourly / 32 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Company name: 1657841 Alberta ltd O/a Fareye systems

Vacancy:1

Employment terms: Permanent employment ,Full time ,Day

Job Description

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 Word

Additional information

Work conditions and physical capabilities

Attention to detail

Repetitive tasks

Personal suitability

Accurate

Flexibility

Organized

How to apply

By email

uni.dent.med@gmail.com

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