bookkeeper (12200)

Walker Lake Plaza Ltd

Job ID
45929

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LOCATION	DATE POSTED	EXPIRY DATE
5119-22 Ave suite 204 Edmonton, AB T6X 2N4, Edmonton, AB | Alberta	07-03-2025	25-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 28.85 hourly / 35 hours per Week	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Location 5119-22 Ave suite 204 Edmonton, AB
T6X 2N4

Salary
28.85 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
2 years to less than 3 years

Responsibilities
Tasks
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

Personal suitability

Accurate

Reliability

How to apply

By email

walkerlakeplaza2022@outlook.com

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