

## bookkeeper (12200)

Walker Lake Plaza Ltd

Job ID  
**45929**

VIEW THIS JOB ONLINE: <https://www.newcomersjobs.com/jobs/45929>

| LOCATION                                                              | DATE POSTED                                 | EXPIRY DATE                     |                                                      |
|-----------------------------------------------------------------------|---------------------------------------------|---------------------------------|------------------------------------------------------|
| 5119-22 Ave suite 204 Edmonton, AB T6X 2N4,<br>Edmonton, AB   Alberta | 07-03-2025                                  | 25-02-2027                      |                                                      |
| TYPE OF JOB                                                           | SALARY                                      | MIN. EXPERIENCE                 | MIN. EDUCATION                                       |
| Full Time                                                             | CAD CAD 28.85 hourly<br>/ 35 hours per Week | 2 years to less than 3<br>years | Secondary (high)<br>school graduation<br>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