bookkeeper (12200)

ABS Truck and Trailers Parts Ltd.

Job ID
46216

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LOCATION	DATE POSTED	EXPIRY DATE
Unit 2, 5150 76 Avenue SE Calgary, AB T2C 2X2, Calgary, AB | Alberta	09-04-2025	30-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $29.50 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

bookkeeper

ABS Truck and Trailers Parts Ltd.

Job details

Location Unit 2, 5150 76 Avenue SE Calgary, AB

T2C 2X2

Workplace information On site

Salary

29.50 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

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 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

Organized

Reliability

How to apply

By email

abstruckparts@gmail.com

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