

Bookkeeper (NOC 12200)

Antall Transportation Ltd

Job ID

49993

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LOCATION

6257 34st nwEdmonton, AB, Edmonton, AB |
Alberta

DATE POSTED

01-05-2026

EXPIRY DATE

28-10-2026

TYPE OF JOB

Full Time

SALARY

CAD 28.85 hourly / 35
hours per Week

MIN. EXPERIENCE

No Experience

MIN. EDUCATION

No degree, certificate
or diploma

Job Details

6257 34st nwEdmonton, AB

T6B 2V6

Salary

28.85 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Start dateStarts as soon as possible

vacancies2 vacancies

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Calculate and prepare cheques for payroll

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

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

How to apply

By email

anttaltransportltd@gmail.com

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