

BOOKKEEPER (NOC: 12200)

Posted by CPCATS

Posting Date: 30-Aug-2024

Closing Date: 25-Aug-2025

Location: Edmonton

Salary: \$29.50 Per Hour

Job Requirements

• Education: Secondary (high) school graduation certificate

• Language: English

• Years of Experience: 1 year

• Vacancy: 1

Job Type: Full TimeJob ID: DISJ5464990

Job Description:

BOOKKEEPER (NOC: 12200)
Posted on by CPCATS on August 29, 2024
JOB DETAILS
Location
6319 - 150 Avenue NE, Edmonton, AB T5X 1W7
Salary
\$29.50 / 30 hours per Week
TERMS OF EMPLOYMENT
Permanent employment
Full time
Start date
Starts as soon as possible
Vacancies
1 vacancy
OVERVIEW
Languages
English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

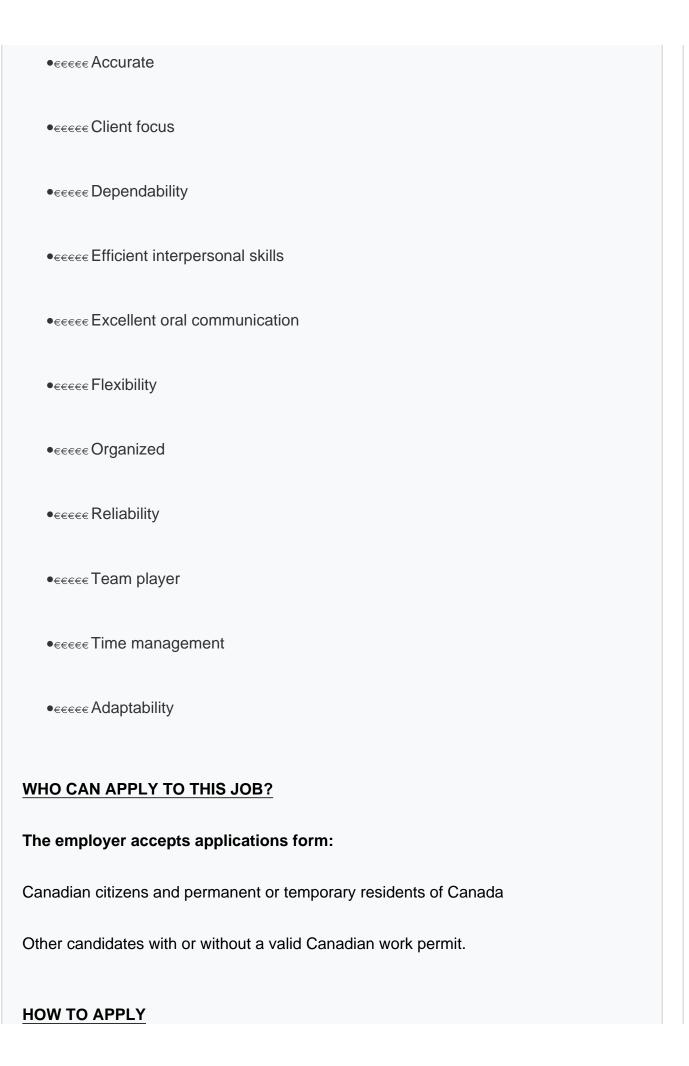
Work must be completed at the physical location. There is no option to work remotely.

RESPONSIBILITES

Tasks

- € € € € € € Calculate and prepare cheques for payroll
- ∈ ∈ ∈ ∈ ∈ Maintain general ledgers and financial statements
- ∈ ∈ ∈ ∈ ∈ Post journal entries
- ∈ ∈ ∈ ∈ ∈ Prepare other statistical, financial and accounting reports
- ∈ ∈ ∈ ∈ ∈ Prepare trial balance of books

Experience and specialization Computer and technology knowledge ● ∈ ∈ ∈ ∈ ∈ MS Excel ADDITIONAL INFORMATION Transportation/travel information • ∈ ∈ ∈ ∈ ∈ Public transportation is available Work conditions and physical capabilities ●€€€€€ Ability to work independently €€€€€ Attention to detail • ∈ ∈ ∈ ∈ Fast-paced environment €€€€€ Repetitive tasks • ∈ ∈ ∈ ∈ ∈ Tight deadlines • ∈ ∈ ∈ ∈ ∈ Work under pressure **Personal suitability**



Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

cpcats-jobs@post.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: cpcats-jobs@post.com

Posted on Disabled job Portal