



BOOKKEEPER

Posted by 11706519 CANADA CORP

Posting Date : 29-Dec-2024

Closing Date : 27-Jun-2025

Location : Brampton ON

Salary : \$35 Per Hour

Job Requirements

- **Education:** secondary highschool certificate (12th grade)
- **Language:** ENGLISH
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ5325933

Job Description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

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

Responsibilities

Tasks

Calculate and prepare cheques for payroll

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

Area of specialization

Accounting

Additional information

Work conditions and physical capabilities

Ability to work independently

Attention to detail

Fast-paced environment

Repetitive tasks

Personal suitability

Accurate
Flexibility
Organized
Team player

Benefits

Health benefits

Dental plan
Health care plan

Long term benefits

Maternity and parental benefits

How to apply

Direct Apply

By Direct Apply

By email

shavi@gglogistics.ca

By mail

5 - 2850 ARGENTIA RD,
MISSISSAUGA, ON
L5N 8G4

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: shavi@gglogistics.ca

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