



## **ACCOUNTING ASSISTANT (NOC:14200)**

**Posted by Reliable Trucking Corporation**

**Posting Date :** 03-Mar-2025

**Closing Date :** 30-Aug-2025

**Location :** Elk Point

**Salary :** \$19.25 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3886283

### **Job Description:**

# ACCOUNTING ASSISTANT (NOC:14200)

Posted on by Reliable Trucking Corporation on October 19, 2024

## JOB DETAILS

### Location

Elk Point, AB T0A 1A0

### Salary

\$19.25 hourly / 40 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**

7 months to less than 1 year

## **Work setting**

Trucking company

## **RESPONSIBILITIES**

### **Tasks**

- Prepare general ledger
- Prepare journal entry
- Manage accounts receivable
- Manage accounts payable
- Prepare payroll
- Invoice clients

- Perform clerical duties, such as maintain filing and record systems

- Perform general office duties

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- MS Excel

- MS Word

### **Area of specialization**

- Accounting

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

- Fast-paced environment

- Repetitive tasks

- Attention to detail

### **Personal Suitability**

- Ability to multitask

- Accurate

- Client focus

- Organized

- Reliability

- Quick learner

### **WHO CAN APPLY TO THIS JOB?**

**The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without a valid Canadian work permit.

### **HOW TO APPLY**

#### **Direct Apply**

By applying directly to Job Bank (Direct Apply)

#### **By email**

reliabletrucking-jobs@post.com

**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: [reliabletrucking-jobs@post.com](mailto:reliabletrucking-jobs@post.com)**

**Posted on Disabled job Portal**