

Expired



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

Posted on Disabled job Portal