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 TimeJob 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

RESPONSIBILITES

Tasks

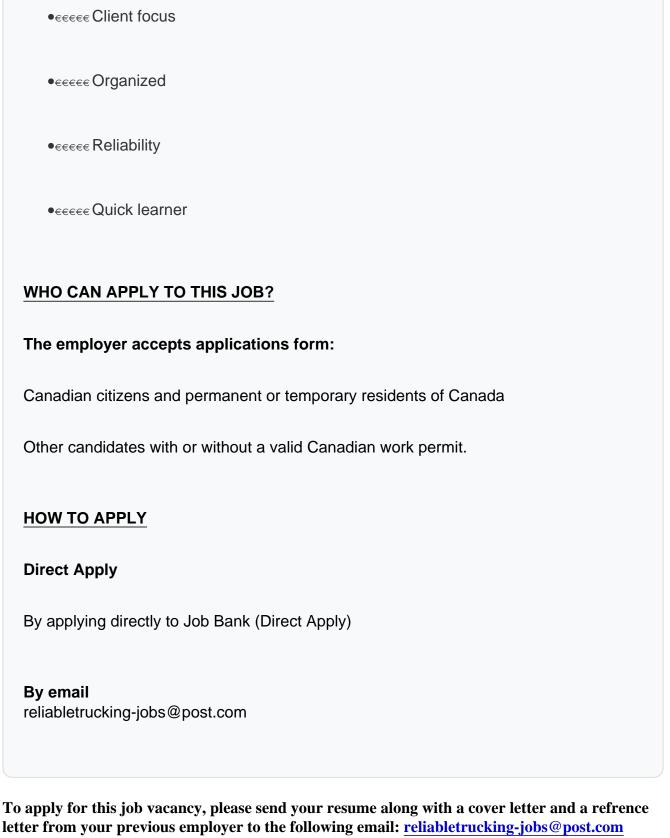
- ∈ ∈ ∈ ∈ ∈ Prepare general ledger
- ∈ ∈ ∈ ∈ Prepare journal entry
- ∈ ∈ ∈ ∈ ∈ Manage accounts receivable
- € € € € € € Manage accounts payable
- ∈∈∈∈∈ Prepare payroll
- ∈ ∈ ∈ ∈ Elivoice clients

• EEEEE Perform clerical duties, such as maintain filing and record systems • ∈ ∈ ∈ ∈ ∈ Perform general office duties **EXPERIENCE AND SPECIALIZATION** Computer and technology knowledge ● ∈ ∈ ∈ ∈ ∈ MS Excel $\bullet \in \in \in \in MS$ Word Area of specialization • ∈ ∈ ∈ ∈ ∈ Accounting **ADDITIONAL INFORMATION** Work conditions and physical capabilities • ∈ ∈ ∈ ∈ Fast-paced environment • ∈ ∈ ∈ ∈ Repetitive tasks €€€€€ Attention to detail

Personal Suitability

• ∈ ∈ ∈ ∈ Accurate

€€€€€ Ability to multitask



letter from your previous employer to the following email: reliabletrucking-jobs@post.com

Posted on Disabled job Portal