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BOOKKEEPER

Posted on February 16, 2024

Job Location: Delta BC

Job Expires: 2025-08-14

Salary: \$26.00

Hours Per Week: 40

Job Title: Bookkeeper

Pay rate: \$26.00 hourly/ 40 hours per week

Position: 1

Address: 101-7717 Beedie Way, Delta, BC, V4G 0A5

Language: English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

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 trial balance of books

Reconcile accounts

Work conditions and physical capabilities

Attention to detail

Fast-paced environment



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Repetitive tasks

How to apply:

By email: gaganfoodsinternational@gmail.com

