

Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

# BOOKKEEPER

*Posted on December 10, 2024*

**Business Name:** Infinity Homes Realty Inc.

**Job Location:** Mississauga

**Job Expires:** 2025-06-10

**Salary:** 35.00 hourly

**Hours Per Week:** 30 to 40

Business Name:

Infinity Homes Realty Inc

Job Title:

Bookkeeper

Job Location:

Mississauga, ON L4Z 1W7

Wage:

35.00 hourly

Hours:

30 to 40 hours per week

Employment Terms:

Permanent employment, Full time

Job Start Date:

Starts as soon as possible.

Vacancy:

1

Job requirements:

Languages:

English

Education:

Secondary (high) school graduation certificate

Experience:



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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

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for Persons with Disabilities:

Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for Newcomers and Refugees:

Provide diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for Youths:

Provides awareness training to employees to create a welcoming work environment for youths

Support for Veterans:

Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people:

Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for Mature Workers:

Provides staff with awareness training to create a welcoming work environment for mature workers

Support for Visible Minorities:



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Provides diversity and cross-cultural training to create a welcoming work environment for members of visible minorities

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen or a permanent resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application

How to apply:

By email

[jb.infinityhomesrealty@gmail.com](mailto:jb.infinityhomesrealty@gmail.com)

