



## BOOKKEEPER (NOC: 12200)

Posted by CPCATS

**Posting Date : 30-Aug-2024**

**Closing Date : 25-Aug-2025**

**Location : Edmonton**

**Salary : \$29.50 Per Hour**

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4660919

### Job Description:

## BOOKKEEPER (NOC: 12200)

Posted on by CPCATS on August 29, 2024

## **JOB DETAILS**

### **Location**

6319 - 150 Avenue NE, Edmonton, AB T5X 1W7

### **Salary**

\$29.50 / 30 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**

1 year to less than 2 years

## **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
- 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 trial balance of books

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel

## **ADDITIONAL INFORMATION**

### **Transportation/travel information**

- €€€€€ Public transportation is available

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

- €€€€€ Ability to work independently
- €€€€€ Attention to detail
- €€€€€ Fast-paced environment
- €€€€€ Repetitive tasks
- €€€€€ Tight deadlines
- €€€€€ Work under pressure

### **Personal suitability**

- €€€€€ Accurate
- €€€€€ Client focus
- €€€€€ Dependability
- €€€€€ Efficient interpersonal skills

- Excellent oral communication

- Flexibility

- Organized

- Reliability

- Team player

- Time management

- Adaptability

### **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**

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

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