bookkeeper (12200)

ABS Trucking Ltd

Job ID
46219

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LOCATION	DATE POSTED	EXPIRY DATE
6030 , 125 Ave NW Edmonton, AB T5W 5J6, Edmonton, AB | Alberta	09-04-2025	30-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 29.50 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

bookkeeper

ABS Trucking Ltd

Job details

Location 6030 , 125 Ave NW Edmonton, AB

T5W 5J6

Workplace information On site

Salary

29.50 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Starts as soon as possible

vacancies 1 vacancy

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

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 tax returns

Prepare trial balance of books

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

Additional information

Personal suitability

Accurate

Client focus

How to apply

By email

abstrucking@gmail.com

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