Accounting technician

IDEAL CARPETS & INTERIORS LTD

Job ID
47860

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LOCATION	DATE POSTED	EXPIRY DATE
5029-50 AVE suite BOX 306, St. Paul, AB | Alberta	25-09-2025	19-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.07 Hourly	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Accounting technician

IDEAL CARPETS & INTERIORS LTD

Job details

Location

5029-50 AVE suite BOX 306

St. Paul, AB

T0A 3A0

Work location On site

Salary

$30.07 Hourly / 30 to 40 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

College/CEGEP

Experience

1 years 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

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

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Repetitive tasks

Personal suitability

Accurate

Dependability

Excellent oral communication

Excellent written communication

Judgement

Organized

Reliability

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

idealcarpets12@gmail.com

By mail

5029-50 AVE suite BOX 306

ST PAUL, AB

T0A 3A0

Advertised until

To be determined

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