

Bookkeeper (NOC 12200)

Antall Transportation Ltd

Job ID
49993

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LOCATION	DATE POSTED	EXPIRY DATE	
6257 34st nwEdmonton, AB, Edmonton, AB Alberta	01-05-2026	26-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.85 hourly / 35 hours per Week	No Experience	No degree, certificate or diploma

Job Details

6257 34st nwEdmonton, AB

T6B 2V6

Salary

28.85 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Start dateStarts as soon as possible

vacancies2 vacancies

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

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 tax returns

Prepare trial balance of books

Reconcile accounts

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

How to apply

By email

anttaltransportltd@gmail.com

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