bookkeeper

Dairy Queen

Job ID
50352

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LOCATION	DATE POSTED	EXPIRY DATE
67 Memorial Ave, Orillia, ON | Ontario	04-06-2026	01-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $28.50 hourly / 35 hours per week	2 years to less than 3 years	College/CEGEP

Job Details

Wage: $28.50 hourly / 35 hours per week

No. of Positions: 1

Location: 67 Memorial Ave, Orillia, ON, L3V 5W9

Languages
English

Education
College/CEGEP

Experience
2 years to less than 3 years

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
Prepare other statistical, financial and accounting reports
Prepare tax returns

Additional information
Security and safety
Bondable

Work conditions and physical capabilities

Attention to detail

Repetitive tasks

Personal suitability

Accurate

Dependability

Flexibility

Judgement

Organized

Reliability

How to apply:

By Email:

11911dq@gmail.com

By Mail:

67 Memorial Ave

Orillia, ON

L3V 5W9

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