

Bookkeeper/ Canadian Consulting Engineers

Location: 10117 102 AVE Lac La Biche, AB, T0A 2C0

Workplace information: On site

Salary: 28.00 hourly / 40 hours per Week

Terms of employment: Permanent employment, Full time

Employment Conditions: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities

Start date: Starts as soon as possible

vacancies1 vacancy

Overview

Languages: English

Education: College/CEGEP

Experience: 7 months to less than 1 year

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

How to apply

By email: careers@cceab.ca

By mail: P O BOX – 987, Lac La Biche, AB, T0A 2C0

Job Location: P O BOX – 987, Lac La Biche, AB, T0A 2C0

Employer: Canadian Consulting Engineers