



BOOKKEEPER

Posted on June 5, 2024

Company Name: JAS DHAMI INC.

Job Expires: 2025-07-17

Job Location: Surrey, BC, V3W 3A8

Hours Per Week: 35 to 40

Job Salary: \$26.50 hourly

Job title: Bookkeeper

Employer details: JAS DHAMI INC.

Job details

Location; Surrey, BC, V3W 3A8

Salary: \$26.50 hourly / 35 to 40 hours per Week

Terms of employment: Permanent employment Full time

Start date; Starts as soon as possible

Vacancies: 3 vacancies

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

Experience

1 year to less than 2 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

Post journal entries

Prepare other statistical, financial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

By email

jobs.cpajasdhamiinc@gmail.com

