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Bookkeeper

Accounting

Job Summary

Fled like talking....

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How to get Social Insurance

Full Time

Posted on April 30, 2021

October 30, 2021 Expired on

Company Feel Like Talking Connections Ltd

Edmonton, AB Location

Years of Experiences

Experienced (Non-Manager) Career Level

Education Leve Certification

Salary 26.00

About Feel Like Talking Connections Ltd

Retail trade

Contact name Reshamdeep Mundy

Phone 780-469-5560

Email reshammundi05@gmail.com (mailto:reshammundi05@gmail.com)

Website www.fltconnections.com (http://www.fltconnections.com)

Job description

Job requirements

Languages

English

Security and Safety

Bondable

Work Conditions and Physical Capabilities

Work under pressure, Fast-paced environment, Repetitive tasks, Overtime required, Attention to detail

Personal Suitability

Dependability, Effective interpersonal skills, Team player, Reliability, Flexibility, Organized

Business Equipment and Computer Applications

MS Word, MS Outlook, MS Windows, MS Excel, Quick Books, Accounting software

Specific Skills

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Prepare other statistical, financial and accounting reports, Prepare trial balance of books, Maintain general ledgers and financial statements, Calculate and prepare cheques for payroll, Reconcile accounts, Post

By email

careers@bellconnections.com (mailto:careers@bellconnections.com)

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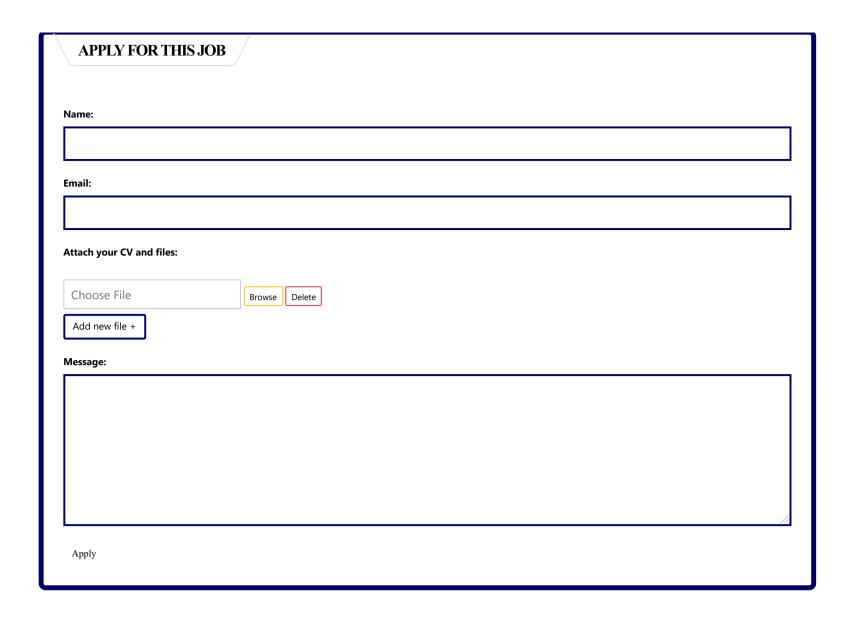
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