



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Bookkeeper

<b>Job ID</b>	<b>39-B7-BC-3D-49-B3</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=39-B7-BC-3D-49-B3">https://careers.indigenous.link/viewjob?jobname=39-B7-BC-3D-49-B3</a>	
<b>Company</b>	Ocean Home Construction Inc.	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2024-07-08	To: 2025-01-04
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$29.50-\$30.50 Hourly (To Be Negotiated) / 35 To 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Location: 2411 4 street suite 104 Calgary, AB T2M 2Z8

Terms of employment: Permanent employment, Full time

Vacancies: 1

Job Responsibilities:

- Record financial transactions.
- Maintain and balance ledgers, accounts, and financial statements.
- Calculate and prepare payroll cheques, as well as payments for utilities, taxes, and other bills.
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents.
- Organize and maintain the company's financial invoices, tax vouchers, and other bills.
- Prepare tax returns and perform other bookkeeping services.
- Manage accounts payable and receivable.
- Reconcile bank accounts.
- Prepare basic financial reports.

Requirements:

Work conditions and physical capabilities: Tight deadlines / Attention to detail

Personal suitability: Judgement / Reliability

### Experience

3 years' work experience in bookkeeping

### Education Requirements

College/CEGEP

### How to Apply

By email: [info@oceanhomecalgary.ca](mailto:info@oceanhomecalgary.ca)