



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 (NOC 12200)

Job ID	4F-22-83-FC-97-B7	
Web Address	https://careers.indigenous.link/viewjob?jobname=4F-22-83-FC-97-B7	
Company	Black Diamond Concrete Finishers Ltd	
Location	Westlock, Alberta	
Date Posted	From: 2024-05-28	To: 2024-11-24
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	\$25.00 / Hour For 32 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Business Equipment and Computer Applications

MS Excel, MS Word

Tasks

Post journal entries,

Maintain general ledgers and financial statements,

Prepare trial balance of books,

Calculate fixed assets and depreciation,

Prepare tax returns,

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 9924 100 St Westlock, AB T7P 1T4

How to Apply

By mail

jobs.blackdiamondfinishers@yahoo.com