



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/04

## Bookkeeper

<b>Job ID</b>	<b>5B-DE-FD-F6-E4-36</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=5B-DE-FD-F6-E4-36">https://careers.indigenous.link/viewjob?jobname=5B-DE-FD-F6-E4-36</a>
<b>Company</b>	608954 Alberta Ltd O/A Shell
<b>Location</b>	Edmonton, Alberta
<b>Date Posted</b>	From: 2024-03-12 To: 2024-09-08
<b>Job</b>	Type: Full-time Category: Finance
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$28.85/ Hour, for 30 to 40 Hours per week
<b>Languages</b>	English

### Description

Job Types

Regular job

Terms of Employment:

Full Time, Permanent

Location:

callingwood, 6833 177st

Edmonton, AB

T5T 4R3

(1 Vacancy)

Overview

Education

College/CEGEP

Experience

1 year to less than 2 years

Responsibilities

Tasks

Calculate and prepare cheques for payroll

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 trial balance of books

Reconcile accounts

Experience and specialization

Computer and technology knowledge

Accounting software

MS Excel

MS Outlook

MS Word

Quick Books

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Tight deadlines

Work under pressure

Personal suitability

Accurate

Client focus

Efficient interpersonal skills

Organized

Reliability

**How to Apply**

By email

7lakhanpal9@gmail.com

By mail

callingwood, 6833 177st

edmonton, AB

T5T 4R3

# Job Board Posting

Date Printed: 2024/07/04

## Bookkeeper

<b>Job ID</b>	<b>0CBA7BC7DD17C</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0CBA7BC7DD17C">http://NewCanadianWorker.ca/viewjob?jobname=0CBA7BC7DD17C</a>
<b>Company</b>	608954 Alberta Ltd O/A Shell
<b>Location</b>	Edmonton, Alberta
<b>Date Posted</b>	From: 2024-03-12 To: 2024-09-08
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/07/04

## Bookkeeper

<b>Job ID</b>	<b>81EE022C64B5F</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=81EE022C64B5F">http://NoExperienceNeeded.ca/viewjob?jobname=81EE022C64B5F</a>	
<b>Company</b>	608954 Alberta Ltd O/A Shell	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-03-12	To: 2024-09-08
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