



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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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/04

Bookkeeper

Job ID	81-30-C4-46-5D-02
Web Address	https://careers.indigenous.link/viewjob?jobname=81-30-C4-46-5D-02
Company	1372789 Alberta Ltd. O/a Grand Development Group
Location	Calgary, Alberta
Date Posted	From: 2024-02-10 To: 2024-08-08
Job	Type: Full-time Category: Finance
Job Start Date	As soon as possible
Job Salary	\$29.00 Per Hour
Languages	English

Description

Work Location: 3620 29 Street Northeast Bay 5, Calgary, AB T1Y 5W4

Terms of Employment: Full-time, Permanent

Company Info:

Incorporated in 2008, Grand Development Group is the comprehension company professional and focus on your investment in Canada.

Job Duties:Â

1. Manage day-to-day financial transactions, including accounts payable, accounts receivable, and general ledger entries.
2. Maintain organized and up-to-date financial records to ensure accuracy and facilitate timely reporting.
3. Establish, maintain, and reconcile various accounts using both manual and computerized bookkeeping systems; Reconcile bank statements and ensure discrepancies are resolved promptly.
4. Assist in the preparation of financial statements, reports, and budget analysis.
5. Ensure compliance with local, provincial, and federal financial regulations.
6. Work closely with vendors to resolve any invoicing or payment discrepancies.
7. Collaborate with other departments to gather financial information and provide support as needed.
8. Accurately calculate payroll figures, including salaries, deductions, and taxes, prepare and process payroll cheques in a timely manner.
9. Conduct assessments to determine the value of fixed assets; Calculate depreciation and amortization for accurate financial reporting.
10. Regularly update and maintain general ledger accounts, provide support for financial audits and reviews.
11. Post journal entries to record financial transactions accurately; Ensure proper documentation and coding for all entries.
12. Prepare and file accurate and timely tax returns, stay informed about changes in tax laws and regulations, collaborate with external tax advisors as needed.
13. Compile and prepare trial balance reports for review, identify and rectify any discrepancies or errors in the trial balance; Assist in the preparation of year-end financial statements.

Qualifications:

1. College or CEGEP education in accounting or related field.
2. Proven 1 year to less than 2 years of experience as a Bookkeeper or in a similar role..
3. Strong attention to detail and accuracy in data entry and financial record-keeping.
4. Familiarity with accounting software (e.g., QuickBooks) and Microsoft Excel.
5. Quick and effective decision-making skills.
6. Willingness to meet project deadlines and handle additional workload.

How to Apply

By email: tsglobalhiring@gmail.com

Job Board Posting



Date Printed: 2024/07/04

Bookkeeper

Job ID	1F1415EE095DB	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=1F1415EE095DB	
Company	1372789 Alberta Ltd. O/a Grand Development Group	
Location	Calgary, Alberta	
Date Posted	From: 2024-02-10	To: 2024-08-08
Job	Type: Full-time	Category: Finance
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By email: tsglobalhiring@gmail.com

Job Board Posting

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

Date Printed: 2024/07/04

Bookkeeper

Job ID	5C50BD9394B85	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=5C50BD9394B85	
Company	1372789 Alberta Ltd. O/a Grand Development Group	
Location	Calgary, Alberta	
Date Posted	From: 2024-02-10	To: 2024-08-08
Job	Type: Full-time	Category: Finance
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