



# 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

## Accounting Technician

<b>Job ID</b>	<b>82-21-2F-83-80-17</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=82-21-2F-83-80-17">https://careers.indigenous.link/viewjob?jobname=82-21-2F-83-80-17</a>
<b>Company</b>	A.R.G. Group
<b>Location</b>	Concord, Ontario
<b>Date Posted</b>	From: 2024-02-26 To: 2024-08-24
<b>Job</b>	Type: Full-time Category: Finance
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$55,000 per annum for 35 hours per week.
<b>Languages</b>	English

### Description

A.R.G. Group, 111 Credit Stone Rd Concord Ontario, a privately owned construction and real estate company, require an Accounting Technician to maintain accurate financial records of the company and ensure that client financials are always up to date.

Job type: Permanent full-time position.

Overtime applies after 44 hours.

Benefits: Medical, Dental, RRSP

### Experience

3-5 years

### Education Requirements

College program in Bookkeeping/Accounting or any related field

### Essential Skills

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems.
- Record and post transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
- Reconcile accounts, prepare trial balance and maintain general ledgers.
- Perform bank reconciliations.
- Prepare cash flow statements.
- Prepare and issue invoices in accordance with established procedures.
- Prepare cheques for payroll and for utility, tax and other bills.
- Complete and submit tax remittance forms, workers compensation forms and other government documents.
- Prepare accounting summaries and reports by collecting, analyzing and summarizing account information.
- Maintain and balance subsidiary accounts by verifying, allocating and posting transactions.
- Assist the Accounting Manager in the preparation of the audit and budget by providing related documentation, prepare accounting summaries and report compiling statistics.
- Perform other duties as required.

### Additional Skills

- Knowledge of bookkeeping practices Knowledge of generally accepted accounting principles and procedures
- Knowledge of relevant computer applications
- Knowledge of data management and financial data analysis
- High degree of accuracy and attention to detail

### How to Apply

To be considered for this position please email resume to [arg\\_group@outlook.com](mailto:arg_group@outlook.com)

# Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/04

## Accounting Technician

<b>Job ID</b>	<b>01AE0187BE172</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=01AE0187BE172">http://NewCanadianWorker.ca/viewjob?jobname=01AE0187BE172</a>	
<b>Company</b>	A.R.G. Group	
<b>Location</b>	Concord, Ontario	
<b>Date Posted</b>	From: 2024-02-26	To: 2024-08-24
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$55,000 per annum for 35 hours per week.	
<b>Languages</b>	English	

### Description

A.R.G. Group, 111 Credit Stone Rd Concord Ontario, a privately owned construction and real estate company, require an Accounting Technician to maintain accurate financial records of the company and ensure that client financials are always up to date.

Job type: Permanent full-time position.

Overtime applies after 44 hours.

Benefits: Medical, Dental, RRSP

### Experience

3-5 years

### Education Requirements

College program in Bookkeeping/Accounting or any related field

### Essential Skills

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems.
- Record and post transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
- Reconcile accounts, prepare trial balance and maintain general ledgers.
- Perform bank reconciliations.
- Prepare cash flow statements.
- Prepare and issue invoices in accordance with established procedures.
- Prepare cheques for payroll and for utility, tax and other bills.
- Complete and submit tax remittance forms, workers compensation forms and other government documents.
- Prepare accounting summaries and reports by collecting, analyzing and summarizing account information.
- Maintain and balance subsidiary accounts by verifying, allocating and posting transactions.
- Assist the Accounting Manager in the preparation of the audit and budget by providing related documentation, prepare accounting summaries and report compiling statistics.
- Perform other duties as required.

### Additional Skills

- Knowledge of bookkeeping practices Knowledge of generally accepted accounting principles and procedures
- Knowledge of relevant computer applications
- Knowledge of data management and financial data analysis
- High degree of accuracy and attention to detail

### How to Apply

To be considered for this position please email resume to [arg\\_group@outlook.com](mailto:arg_group@outlook.com)

# Job Board Posting

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

Date Printed: 2024/07/04

## Accounting Technician

<b>Job ID</b>	<b>640B52A3DB5EA</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=640B52A3DB5EA">http://NoExperienceNeeded.ca/viewjob?jobname=640B52A3DB5EA</a>	
<b>Company</b>	A.R.G. Group	
<b>Location</b>	Concord, Ontario	
<b>Date Posted</b>	From: 2024-02-26	To: 2024-08-24
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$55,000 per annum for 35 hours per week.	
<b>Languages</b>	English	

### Description

A.R.G. Group, 111 Credit Stone Rd Concord Ontario, a privately owned construction and real estate company, require an Accounting Technician to maintain accurate financial records of the company and ensure that client financials are always up to date.

Job type: Permanent full-time position.

Overtime applies after 44 hours.

Benefits: Medical, Dental, RRSP

### Experience

3-5 years

### Education Requirements

College program in Bookkeeping/Accounting or any related field

### Essential Skills

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems.
- Record and post transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
- Reconcile accounts, prepare trial balance and maintain general ledgers.
- Perform bank reconciliations.
- Prepare cash flow statements.
- Prepare and issue invoices in accordance with established procedures.
- Prepare cheques for payroll and for utility, tax and other bills.
- Complete and submit tax remittance forms, workers compensation forms and other government documents.
- Prepare accounting summaries and reports by collecting, analyzing and summarizing account information.
- Maintain and balance subsidiary accounts by verifying, allocating and posting transactions.
- Assist the Accounting Manager in the preparation of the audit and budget by providing related documentation, prepare accounting summaries and report compiling statistics.
- Perform other duties as required.

### Additional Skills

- Knowledge of bookkeeping practices Knowledge of generally accepted accounting principles and procedures
- Knowledge of relevant computer applications
- Knowledge of data management and financial data analysis
- High degree of accuracy and attention to detail

### How to Apply

To be considered for this position please email resume to [arg\\_group@outlook.com](mailto:arg_group@outlook.com)