



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	DD-B2-6C-CB-BD-0D
Web Address	https://careers.indigenous.link/viewjob?jobname=DD-B2-6C-CB-BD-0D
Company	Dr. Saiyed Professional Corporation O/A Wellcare Medical Clinic
Location	Calgary, Alberta
Date Posted	From: 2024-02-20 To: 2024-08-18
Job	Type: Full-time Category: Finance
Job Start Date	As soon as possible
Job Salary	\$28.85 Hourly, for 30 to 40 Hours per week
Languages	English

Description

Job Types

Regular job

Terms of Employment:

Full Time, Permanent

Location:

4909 17 Ave SE suite 116

Calgary, AB

T2A 0V5

(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

draliyaseen584@gmail.com

By mail

4909 17 Ave SE suite 116

Calgary, AB

T2A 0V5

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/04

Bookkeeper

Job ID	ADF162F32B6C0
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=ADF162F32B6C0
Company	Dr. Saiyed Professional Corporation O/A Wellcare Medical Clinic
Location	Calgary, Alberta
Date Posted	From: 2024-02-20 To: 2024-08-18
Job	Type: Full-time Category: Finance
Job Start Date	As soon as possible
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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

Job ID	0F9EECBA3708E
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=0F9EECBA3708E
Company	Dr. Saiyed Professional Corporation O/A Wellcare Medical Clinic
Location	Calgary, Alberta
Date Posted	From: 2024-02-20 To: 2024-08-18
Job	Type: Full-time Category: Finance
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