



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

Job ID	DE-05-7E-CE-00-4C
Web Address	https://careers.indigenous.link/viewjob?jobname=DE-05-7E-CE-00-4C
Company	Shabir Velji, CPA, CA
Location	Richmond Hill, Ontario
Date Posted	From: 2024-01-30 To: 2024-07-28
Job	Type: Full-time Category: Finance
Job Start Date	as soon as possible
Job Salary	\$26.50 Hourly / 40 Hours Per Week
Languages	English

Description

Richmond Hill, ON

L4B 3H7

Permanent employment

Full time

Day, Evening, Morning, On Call, Overtime, Weekend

1 vacancy

Tasks

Calculate fixed assets and depreciation

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 other statistical, financial and accounting reports

Prepare tax returns

Prepare trial balance of books

Reconcile accounts

Computer and technology knowledge

Caseware/Caseview

MS Excel

MS Word

Quick Books

TaxPrep

MS Office

Area of specialization

Accounting

Security and safety

Bondable

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Attention to detail

Fast-paced environment

Overtime required

Repetitive tasks

Tight deadlines

Work under pressure
Personal suitability
Accurate
Client focus
Dependability
Efficient interpersonal skills
Flexibility
Judgement
Organized
Reliability
Team player
Time management
Adaptability

Experience

2 years to less than 3 years

Education Requirements

College/CEGEP
Accounting

Work Environment

Urban area

Other

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member

of these groups: Newcomers to Canada, Visible minorities, Youth

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit. If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to Apply

By email

shabir@velji.ca

Job Board Posting

Date Printed: 2024/07/04

Bookkeeper

Job ID	6D2E62C996D0D
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=6D2E62C996D0D
Company	Shabir Velji, CPA, CA
Location	Richmond Hill, Ontario
Date Posted	From: 2024-01-30 To: 2024-07-28
Job	Type: Full-time Category: Finance
Job Start Date	as soon as possible
Job Salary	\$26.50 Hourly / 40 Hours Per Week
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Richmond Hill, ON

L4B 3H7

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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 579DEC073740E
Web Address <http://NoExperienceNeeded.ca/viewjob?jobname=579DEC073740E>
Company Shabir Velji, CPA, CA
Location Richmond Hill, Ontario
Date Posted From: 2024-01-30 To: 2024-07-28
Job Type: Full-time Category: Finance
Job Start Date as soon as possible
Job Salary \$26.50 Hourly / 40 Hours Per Week
Languages English

Description

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L4B 3H7
Permanent employment
Full time
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1 vacancy
Tasks
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