



# 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

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## Bookkeeper

<b>Job ID</b>	<b>37-47-1E-04-EE-31</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=37-47-1E-04-EE-31">https://careers.indigenous.link/viewjob?jobname=37-47-1E-04-EE-31</a>	
<b>Company</b>	Willowdale Nissan Ltd	
<b>Location</b>	Thornhill, Ontario	
<b>Date Posted</b>	From: 2023-10-14	To: 2024-04-11
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Salary</b>	\$25 per hour for 30 hours a week	
<b>Languages</b>	English	

### Description

Business address:

7200 Yonge Street

Thornhill, ON

L4J 1V8

Job duties:

Calculate and prepare cheques for payroll:

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

Reconcile accounts

Terms of employment:

Permanent

Full-time

Relocation costs covered by employer

Skills requirements (includes education and work experience)

College Diploma in Accounting or Bookkeeping

1 year experience as bookkeeper

Knowledge of CDK and Deskit software

### How to Apply

Please apply by sending your resume to [jobs@emecorp.ca](mailto:jobs@emecorp.ca)