



# 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: 2024/05/08

## Bookkeeper (NOC: 1311)

**Job ID** 3D-30-7B-E8-AC-37

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=3D-30-7B-E8-AC-37>

**Company** Edmonton Medical Group Inc

**Location** Edmonton, Alberta

**Date Posted** From: 2020-01-27 To: 2020-07-25

**Job** Type: Full-time Category: Finance

**Job Start Date** As soon as possible

**Job Salary** \$27.00 Hourly, for 40.00 hours per week

**Languages** English

### Description

Job Types

Regular job

Terms of Employment:

Permanent, Full Time

Location:

15345 97 St

Edmonton, AB

T5X 5V3 (1 vacancy)

Job requirements

Education

College/CEGEP

Experience

1 year to less than 2 years

Work Conditions and Physical Capabilities

Work under pressure, Fast-paced environment, Tight deadlines

Personal Suitability

Effective interpersonal skills, Dependability, Accurate, Judgement, Reliability

Business Equipment and Computer Applications

Database software, Simply Accounting, MS Excel, MS Windows, MS Word, MS PowerPoint

Specific Skills

Post journal entries, Maintain general ledgers and financial statements, Prepare trial balance of books, Calculate fixed assets and depreciation, Calculate and prepare cheques for payroll, Prepare tax returns, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Reconcile accounts, Prepare other statistical, financial and accounting report

### How to Apply

By email:

ateerk@yahoo.com

By fax:

780-457-6111

By mail:

15345 97 St

Edmonton, AB T5X 5V3

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

## Bookkeeper (NOC: 1311)

|                       |   |                   |
|-----------------------|---|-------------------|
| <b>Job ID</b>         | <b>8F5D430B75EB7</b>  |                   |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=8F5D430B75EB7">http://NewCanadianWorker.ca/viewjob?jobname=8F5D430B75EB7</a> |                   |
| <b>Company</b>        | Edmonton Medical Group Inc  |                   |
| <b>Location</b>       | Edmonton, Alberta   |                   |
| <b>Date Posted</b>    | From: 2020-01-27  | To: 2020-07-25    |
| <b>Job</b>            | Type: Full-time   | Category: Finance |
| <b>Job Start Date</b> | 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: 2024/05/08

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|                       |   |                   |
|-----------------------|---|-------------------|
| <b>Job ID</b>         | <b>F4443E9508C97</b>  |                   |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=F4443E9508C97">http://NoExperienceNeeded.ca/viewjob?jobname=F4443E9508C97</a> |                   |
| <b>Company</b>        | Edmonton Medical Group Inc  |                   |
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