



# 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: 2024/05/05

## Bookkeeper

<b>Job ID</b>	<b>68-FA-09-11-B1-4D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=68-FA-09-11-B1-4D">https://careers.indigenous.link/viewjob?jobname=68-FA-09-11-B1-4D</a>	
<b>Company</b>	Floors At Work	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2021-03-04	To: 2021-08-31
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	As soon as possible.	
<b>Job Salary</b>	\$23.00/hour	
<b>Languages</b>	English	

### Description

Job Location: 6953 Davand Dr., Mississauga, ON L5T 1L5

Benefits: Medical benefits

Job Duties include:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

### Experience

1 year to less than 2 years

### Education Requirements

College/CEGEP

### Essential Skills

Dependability, Effective interpersonal skills, Reliability, Client focus, Accurate, Excellent written communication, Judgement, Organized

### Work Environment

Work under pressure, Fast-paced environment, Repetitive tasks, Tight deadlines, Attention to detail

### How to Apply

Interested candidates please apply at: [floors21jobs@gmail.com](mailto:floors21jobs@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

## Bookkeeper

<b>Job ID</b>	<b>0B01F239D0037</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0B01F239D0037">http://NewCanadianWorker.ca/viewjob?jobname=0B01F239D0037</a>	
<b>Company</b>	Floors At Work	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2021-03-04	To: 2021-08-31
<b>Job</b>	Type: Full-time	Category: Finance
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# Job Board Posting

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

Date Printed: 2024/05/05

## Bookkeeper

<b>Job ID</b>	<b>05BF47F9C3824</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=05BF47F9C3824">http://NoExperienceNeeded.ca/viewjob?jobname=05BF47F9C3824</a>	
<b>Company</b>	Floors At Work	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2021-03-04	To: 2021-08-31
<b>Job</b>	Type: Full-time	Category: Finance
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