



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/24

Accounting Clerk

Job ID	7B-69-FC-FA-48-B2	
Web Address	https://careers.indigenous.link/viewjob?jobname=7B-69-FC-FA-48-B2	
Company	JDS Ventures Ltd.	
Location	Surrey, British Columbia	
Date Posted	From: 2019-06-13	To: 2019-12-10
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	\$21.80/Hr	
Languages	English	

Description

JDS Ventures Ltd is looking for a qualified Accounting Clerk to come join our dynamic team. As part of the JDS Ventures Accounting Team, the Accounting Clerk reports to the CFO. We are looking for an individual with Accounting work experience.

Key Areas of Responsibilities:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized systems
- Enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Reconcile bank statements of the companies
- Respond to customer inquiries, maintain good customer relations and solve problems
- Assist with preparation of the annual financial statements and reports
- Other related accounting duties as assigned from time to time

Qualifications:

- Highly organized with attention to detail
- Knowledge of Microsoft Office
- Strong analytical and communication skills

Experience

Minimum six month of experience in an Accounting role

Credentials

Diploma or Certificate in Accounting

Education Requirements

Diploma or Certificate in Accounting

Work Environment

Urban Area - Office

How to Apply

By Email: info@jdsventures.ca
No phone calls or walk-ins