



# 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.Link's 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: 2024/05/04

## Bookkeeper (1)

<b>Job ID</b>	<b>AA-77-0D-08-B3-8C</b>		
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=AA-77-0D-08-B3-8C">https://careers.indigenous.link/viewjob?jobname=AA-77-0D-08-B3-8C</a>		
<b>Company</b>	R Gill Corporation		
<b>Location</b>	Kleinburg, Ontario		
<b>Date Posted</b>	From: 2020-05-15	To: 2020-11-11	
<b>Job</b>	Type: Full-time	Category: Finance	
<b>Job Start Date</b>	As soon as possible		
<b>Job Salary</b>	\$24.50 - \$25.00 Per Hour For 35-40 hours Per Week		
<b>Languages</b>	English		

### Description

Job Location: 6 Marconi Ct., Kleinburg, ON L0J 1C0

Terms of employment: Full time, Permanent

Job duties:

• Keep manual notebook and operate computers equipped with accounting software to record financial records, invoices, & fee receipts

• Maintain and balance various accounts and check all figures, postings and documents for correct entry, mathematical accuracy, and proper codes.

• Perform financial calculations, post journal entries, reconcile accounts and records of bank transactions, note & report discrepancies found in records and prepare trial balances of books

• Calculate, prepare and process cheques for payrolls, and for utilities, taxes, and other payments.

• Complete and submit tax remittance forms and returns, workers' compensation forms, pension contribution forms, and other government documents.

• Classify, record, and summarize numerical and financial data to compile and keep financial records using journals and ledgers, maintain general ledgers and prepare financial statements

• Compute deductions for income and social security taxes, prepare tax returns and perform other personal bookkeeping services.

• Calculate, prepare bank deposits and issue bills, invoices, account statements, and other financial statements

• Maintain inventory records and calculate costs of materials, overhead, and other expenses

• Compile and prepare statistical, financial, accounting, or auditing report including purchase orders and expense reports, pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses tables.

### Experience

7 months to 1 year of experience as a bookkeeper is required

### Education Requirements

Completion of college diploma in related field is required.

### How to Apply

Contact: [hr.rgillcorp@outlook.com](mailto:hr.rgillcorp@outlook.com)

# Job Board Posting



**NewCanadianWorker**  
A Fresh Start for New Arrivals

Date Printed: 2024/05/04

## Bookkeeper (1)

<b>Job ID</b>	<b>0C05911F00773</b>		
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0C05911F00773">http://NewCanadianWorker.ca/viewjob?jobname=0C05911F00773</a>		
<b>Company</b>	R Gill Corporation		
<b>Location</b>	Kleinburg, Ontario		
<b>Date Posted</b>	From: 2020-05-15	To: 2020-11-11	
<b>Job</b>	Type: Full-time	Category: Finance	
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- Classify, record, and summarize numerical and financial data to compile and keep financial records using journals and ledgers, maintain general ledgers and prepare financial statements
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# Job Board Posting

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

Date Printed: 2024/05/04

## Bookkeeper (1)

<b>Job ID</b>	<b>A454190D454AD</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=A454190D454AD">http://NoExperienceNeeded.ca/viewjob?jobname=A454190D454AD</a>	
<b>Company</b>	R Gill Corporation	
<b>Location</b>	Kleinburg, Ontario	
<b>Date Posted</b>	From: 2020-05-15	To: 2020-11-11
<b>Job</b>	Type: Full-time	Category: Finance
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