



# 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: 2024/05/02

## Bookkeeper

|                       |   |                       |
|-----------------------|---|-----------------------|
| <b>Job ID</b>         | <b>BA-B2-0F-3B-94-A9</b>  |                       |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=BA-B2-0F-3B-94-A9">https://careers.indigenous.link/viewjob?jobname=BA-B2-0F-3B-94-A9</a> |                       |
| <b>Company</b>        | Dr. Seema Shahzad Medicine Professional Corporation   |                       |
| <b>Location</b>       | Brampton, Ontario   |                       |
| <b>Date Posted</b>    | From: 2022-01-18  | To: 2022-07-17        |
| <b>Job</b>            | Type: Full-time   | Category: Health Care |
| <b>Job Start Date</b> | As soon as possible   |                       |
| <b>Job Salary</b>     | \$25.00 Per Hour For 40 Hours Per Week  |                       |
| <b>Languages</b>      | English   |                       |

### Description

Terms of employment: Permanent employment

Full time, Day, Evening, Morning

Vacancies: 1 vacancy

Specific Skills

Reconcile accounts

Prepare trial balance of books

Post journal entries

Maintain general ledgers and financial statements

Calculate and prepare cheques for payroll

Prepare other statistical, financial and accounting reports

Prepare tax returns

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Transportation/Travel Information

Public transportation is available;

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure;

Personal Suitability

Excellent oral communication; Organized;

Employment groups Help -

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Indigenous people, Newcomers to Canada, Students, Youth

Who can apply to this job

The employer accepts applications from:

Canadian citizens and permanent residents of Canada.

Other candidates with or without a valid Canadian work permit.

### Experience

1 year to less than 2 years

### Education Requirements

Bachelor's degree or equivalent experience

### How to Apply

smatiana@yahoo.com

How-to-apply instructions

Here is what you must include when submitting your application:

Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

## Bookkeeper

|                       |   |                       |
|-----------------------|---|-----------------------|
| <b>Job ID</b>         | <b>6F5EEE161AE06</b>  |                       |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=6F5EEE161AE06">http://NewCanadianWorker.ca/viewjob?jobname=6F5EEE161AE06</a> |                       |
| <b>Company</b>        | Dr. Seema Shahzad Medicine Professional Corporation   |                       |
| <b>Location</b>       | Brampton, Ontario   |                       |
| <b>Date Posted</b>    | From: 2022-01-18  | To: 2022-07-17        |
| <b>Job</b>            | Type: Full-time   | Category: Health Care |
| <b>Job Start Date</b> | As soon as possible   |                       |
| <b>Job Salary</b>     | \$25.00 Per Hour For 40 Hours Per Week  |                       |
| <b>Languages</b>      | English   |                       |

### Description

Terms of employment: Permanent employment

Full time, Day, Evening, Morning

Vacancies: 1 vacancy

Specific Skills

Reconcile accounts

Prepare trial balance of books

Post journal entries

Maintain general ledgers and financial statements

Calculate and prepare cheques for payroll

Prepare other statistical, financial and accounting reports

Prepare tax returns

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Transportation/Travel Information

Public transportation is available;

Work Conditions and Physical Capabilities

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# Job Board Posting

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

Date Printed: 2024/05/02

## Bookkeeper

|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>6AD1CE70B3917</b>  |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=6AD1CE70B3917">http://NoExperienceNeeded.ca/viewjob?jobname=6AD1CE70B3917</a> |
| <b>Company</b>        | Dr. Seema Shahzad Medicine Professional Corporation   |
| <b>Location</b>       | Brampton, Ontario   |
| <b>Date Posted</b>    | From: 2022-01-18 To: 2022-07-17   |
| <b>Job</b>            | Type: Full-time Category: Health Care   |
| <b>Job Start Date</b> | As soon as possible   |
| <b>Job Salary</b>     | \$25.00 Per Hour For 40 Hours Per Week  |
| <b>Languages</b>      | English   |

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Vacancies: 1 vacancy  
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Prepare trial balance of books  
Post journal entries  
Maintain general ledgers and financial statements  
Calculate and prepare cheques for payroll  
Prepare other statistical, financial and accounting reports  
Prepare tax returns  
Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems  
Transportation/Travel Information  
Public transportation is available;  
Work Conditions and Physical Capabilities  
Fast-paced environment; Work under pressure;  
Personal Suitability  
Excellent oral communication; Organized;  
Employment groups Help -  
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