



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Bookkeeper

Job ID	C0-5D-89-28-63-8C	
Web Address	https://careers.indigenous.link/viewjob?jobname=C0-5D-89-28-63-8C	
Company	Select Journey	
Location	Calgary, Alberta	
Date Posted	From: 2019-07-08	To: 2020-01-04
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	\$26.50 to \$28.50 hourly for 32 to 40 hours per week	
Languages	English	

Description

Vacancies: 1

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate or equivalent experience

Essential Skills

Reconcile accounts; Prepare trial balance of books; Post journal entries; Calculate fixed assets and depreciation; 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

Work Environment

Fast-paced environment; Work under pressure; Repetitive tasks; Attention to detail; Tight deadlines; Overtime required

Additional Skills

Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Dependability; Judgement; Reliability; Organized

Other

Business Equipment and Computer Applications:

MS Excel; MS Word; Accounting software; Quick Books; Simply Accounting

How to Apply

By email:

selectjourney.hr@gmail.com

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/05

Bookkeeper

Job ID	3B279E376DCF5	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=3B279E376DCF5	
Company	Select Journey	
Location	Calgary, Alberta	
Date Posted	From: 2019-07-08	To: 2020-01-04
Job	Type: Full-time	Category: Finance
Job Start Date	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: 2024/05/05

Bookkeeper

Job ID	7B260F35D57D8	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=7B260F35D57D8	
Company	Select Journey	
Location	Calgary, Alberta	
Date Posted	From: 2019-07-08	To: 2020-01-04
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	\$26.50 to \$28.50 hourly for 32 to 40 hours per week	
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