



# 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: 2024/04/18

## Accounting Assistant

**Job ID** C2-8E-1F-C7-46-D7

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=C2-8E-1F-C7-46-D7>

**Company** Azcor Inc.

**Location** Woodbridge, Ontario

**Date Posted** From: 2020-03-31 To: 2020-09-27

**Job** Type: Full-time Category: Finance

**Job Start Date** 07-01-2020

**Job Salary** \$22.00 Per Hour

**Languages** English

### Description

Prepare general ledger, Prepare journal entry, Manage accounts receivable, Manage accounts payable, Prepare trial balance, Open and close books for auditors, Prepare bank reconciliations, Conduct banking, Invoice clients, Conduct credit and collections, Assess fixed assets and depreciation, Costing and budgeting, Store, update and retrieve financial data, Perform clerical duties, such as maintain filing and record systems, Perform general office duties, Organize and maintain inventory, Address customers' complaints or concerns, Prepare financial statements and reports, Prepare reports

### Experience

2 years to less than 3 years as Accounting Assistant or related job.

### Education Requirements

Bachelor's Degree

### Essential Skills

Accounting software, Quick Books, Database software, Data analysis software, Electronic mail, Spreadsheet, Simply Accounting, MS Word, MS Excel, MS PowerPoint, Internet

### Weight Handling

Up to 13.5 kg (30 lbs)

### Work Environment

Industry

### Additional Skills

Ability to multitask, Organized, Excellent oral communication, Reliability, Accurate

### How to Apply

Send resumes to [actax@interactiveimmigration.ca](mailto:actax@interactiveimmigration.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/18

## Accounting Assistant

<b>Job ID</b>	<b>NCW000595</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=NCW000595">http://NewCanadianWorker.ca/viewjob?jobname=NCW000595</a>	
<b>Company</b>	Azcor Inc.	
<b>Location</b>	Woodbridge, Ontario	
<b>Date Posted</b>	From: 2020-03-31	To: 2020-09-27
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