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: 2024/03/29

Bookkeeper

Job ID	**D2-1C-8F-95-7B-AE**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=D2-1C-8F-95-7B-AE		
Company	SNM International Limited	
Location	Mississauga, Ontario	
Date Posted	From: 2018-10-02	To: 2019-03-31
Job	Type: Full-time	Category: Manufacturing
Job Start Date	As soon as possible	
Job Salary	$22.00 per hour; 35 hours per week; 52 weeks per year	
Languages	English	

Description

SNM International Limited, established in January 2004. Provide advance turnkey solutions to today and tomorrow's tools, machining and manufacturing facilities worldwide. Since establishment to presently added up more business partners to create an allied facility to serve our customers as one stop shop globally. A team of highly skilled professionals in engineering along with tool and die, injection molding & fabrication gained SNM International Limited a strong background in its technical characteristics with the modern technology. We are now hiring a permanent, full-time Bookkeeper to join us. The incumbent must be able to accommodate fast-paced environment, repetitive tasks, tight deadlines, and attention to detail.

JOB RESPONSIBILITIES:

â€¢ Calculate and prepare cheques for payroll

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

â€¢ Prepare tax returns

â€¢ Prepare other statistical, financial and accounting reports

â€¢ Post journal entries

â€¢ Calculate fixed assets and depreciation

â€¢ Prepare trial balance of books

â€¢ Maintain general ledgers and financial statements

QUALIFICATIONS:

â€¢ College diploma in accounting or related discipline

â€¢ 3 years of work experience in bookkeeping

â€¢ Proficient in MS-Excel, MS-Word, and MS-Outlook

â€¢ Advanced skill in using VLOOKUP and working with Pivot Tables

â€¢ Good working knowledge of using Quick Books

â€¢ Knowledge of cost accounting

â€¢ Demonstrated ability to be a member of a team, collaborate with others and be accountable and

reliable
â€¢ Plan, organize and prioritize activities in order to meet organizational objectives
â€¢ Effective interactive communications and interpersonal skills
â€¢ Ability to think and act quickly in a time-sensitive environment, and meet deadlines
TERMS OF EMPLOYMENT:
Permanent, Full-time

How to Apply

We welcome applications from all interested parties. Applicant must include a cover letter describing how he/she meets the qualifications and send the resume to snmint2014@gmail.com. We thank you for your interest, however, only those candidates selected for an interview will be contacted.