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Bookkeeper

Accounting



Full Time

Job Summary

Posted on	April 30, 2021
Expired on	October 30, 2021
Company	Feel Like Talking Connections Ltd
Location	Edmonton, AB
Years of Experiences	< 1
Career Level	Experienced (Non-Manager)
Education Level	Certification
Salary	26.00

About Feel Like Talking Connections Ltd

Retail trade	
Contact name	Reshamdeep Mundy
Phone	780-469-5560
Email	reshamundi05@gmail.com (mailto:reshamundi05@gmail.com)
Website	www.fltconnections.com (http://www.fltconnections.com)

Job description

Job requirements

Languages

English

Security and Safety

Bondable

Work Conditions and Physical Capabilities

Work under pressure, Fast-paced environment, Repetitive tasks, Overtime required, Attention to detail

Personal Suitability

Dependability, Effective interpersonal skills, Team player, Reliability, Flexibility, Organized

Business Equipment and Computer Applications

MS Word, MS Outlook, MS Windows, MS Excel, Quick Books, Accounting software

Specific Skills

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Prepare other statistical, financial and accounting reports, Prepare trial balance of books, Maintain general ledgers and financial statements, Calculate and prepare cheques for payroll, Reconcile accounts, Post journal entries.

By email

careers@bellconnections.com (<mailto:careers@bellconnections.com>)

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