

# Job posting details


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## Accounting bookkeeper


Posted on December 28, 2023 by

**D'Silva Professional Corporation**


### Job details

 261 Millway Ave Unit #14  
Concord, ON  
L4K 4T3

 26.00 to 28.00 hourly (To be negotiated) / 40 hours per Week

 Permanent employment  
Full time

 Starts as soon as possible

 1 vacancy

### Overview

#### Languages

English

#### Education

Bachelor's degree

#### Experience

2 years to less than 3 years

#### Work setting

Private company, corporation or industry

### Responsibilities

#### Tasks

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems  
Maintain general ledgers and financial statements  
Post journal entries  
Prepare other statistical, financial and accounting reports  
Prepare tax returns  
Prepare trial balance of books  
Reconcile accounts  
Analyze clients' financial records  
Examine accounting records  
Ensure accuracy and compliance to accounting standards, procedures and internal control  
Oversee payroll administration  
Prepare income tax returns from accounting records  
Prepare financial statements and reports  
Recommend improvements to accounting systems and management practices

## **Experience and specialization**

### **Computer and technology knowledge**

Accounting software  
MS Excel  
MS Outlook  
MS PowerPoint  
Quick Books  
MS Office  
Spreadsheet  
CANTAX

### **Area of specialization**

Accounting

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently  
Attention to detail  
Fast-paced environment  
Tight deadlines  
Work under pressure

## **Benefits**

### **Health benefits**

Dental plan  
Vision care benefits

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## How to apply

### By email

[melwyn.dsilva25@gmail.com](mailto:melwyn.dsilva25@gmail.com)

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

Do you have previous experience in this field of employment?

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