

ACCOUNTING AND FINANCIAL

Bookkeeper

Dr. Jagtar Singh Rai Inc., Delta, \$23/hr

Requirement: • Completion of Secondary Education is required • Completion of a college program in accounting, bookkeeping or a related field or courses in accounting or bookkeeping combined with minimum 1 year of experience as a financial or accounting clerk is required • Must be highly organized with attention to detail and fluent in English • Proficiency in Excel, Word and MS office. Business Address: 101, 6905 120th Street, Delta, BC V4E 2A8; Email: jagtarraiinc@outlook.com

Job Posted: November 24, 2018

Bookkeeper

Dominion Woodworking Inc., Richmond, \$23/hr

Create and maintain financial records. Keep general ledgers, financial documents and report journal entries. • Calculate and compose cheques for the bills and payrolls. Preparation of forms related to staff pension and compensation. • Completion and compilation of tax-related forms and other documents. Requirements: • Completion of college program in accounting. • 2-3 years of related work experience • Languages - English, Punjabi will be an asset. Mail: 2720 Smith Street, Richmond, BC V6X 2J2; Email: domwoodworks@gmail.com

Job Posted: November 24, 2018

Bookkeeper

Busy Boys Electrical Ltd., Surrey, \$23/hr

Duties: • Basic bookkeeping (A/R, A/P), preferably in QuickBooks desktop • Prepare journal entries, general ledger account reconciliations, bank deposits, financial statements, working papers for audit and tax filings as necessary • Preparation and submission of for the filing of GST, PST, Payroll Remittance, Record of Employment, and T4 slips • Prepare tax returns and perform other personal bookkeeping services • Process employee payroll, and expense reports • Oversee the Maintenance of books of account (including but not limited to preparing cheques, posting invoices, preparing deposits, journal entries, reconciliations, petty cash) and issuing of cheques / payment of invoices • Liaise with project staff and support them in book-keeping needs related to their program areas • Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records • Prepare any statistical, financial and accounting reports as required. Requirements; • High School, some diploma/courses in accounting, bookkeeping or related field is an asset • 1 to 2 years of relevant bookkeeping experience. • Proficient both in oral and written communication in English • Proficiency in MS Office, MS Word, MS Excel • Proficient working with Quick Books, Accounting Software, Simply Accounting. Mail: 13018 80th Ave., #102, Surrey, BC V3W 3B2. Email: busyboys@outlook.com

Job Posted: November 24, 2018

ACCOUNTING AND FINANCIAL

Bookkeeper

Amarjeet Modi & Co. Inc., Surrey, \$24/hr

Duties: • Maintain company books by keeping financial records and balancing various accounts using manual and computerized bookkeeping systems. • Post journal entries and reconcile accounts, prepare trial balance of books • Calculate and prepare cheques for payrolls and for utility, tax and other bills and record cash receipts • Establish and balance a variety of accounts by means of manual and automated systems • Maintain general ledgers and prepare financial statements for audit by Chartered Accountant • Prepare other financial reports and submit government remittances like GST, PST & Payroll deductions. Requirements: • Education: High School with some diploma/courses in accounting, bookkeeping or related field. • Experience: 2-3 years of relevant bookkeeping experience • Proficiency in Microsoft Office computer programs (Excel and Word). Knowledge of accounting applications software/databases. Mail: 271- 8128 128 Street, Surrey, BC V3W 1R1; Email: amarjeetmodiinc@gmail.com

Job Posted: November 24, 2018

Bookkeeper

A T P Mortgage Corporation Ltd, Surrey, \$23/hr

Maintain ATP Mortgage company's financial records. Maintaining the trial balances, profit and loss statements and balance sheet. Managing accounts payable and receivables, reconciling bank statements. - Maintain general ledgers and financial statements. Skill Requirements: Completion of High School is required Completion of a college program in accounting, bookkeeping or a related field OR Courses in accounting or bookkeeping combined with 2-3 years of experience in the related field. Language: English. Mail: Unit 205 - 12639 80 Ave, Surrey, BC V3W 3A6; Email: admin@atpmortgage.com

Job Posted: November 24, 2018

Accountant Junior

Park Place Seniors Living, Vancouver

The successful candidate will demonstrate the following: • CPA candidate preferred or equivalent industry experience, with a minimum of 2 years of work experience in accounting; • Ability to complete tasks with minimal supervision; • Excellent customer service skills; • Creative problem solving skills, with a view to efficiency and process improvement; • Intermediate to advanced MS Excel and Word skills; • High attention to detail; • Team player with experience in a cooperative and collaborative environment; • Experience in the property management, development or health services sector; and • Great Plains experience preferred. Email resume shaley@carecorp.ca

Job Posted: November 24, 2018