

# Bookkeeper (NOC 12200)

**Posted By: PRO - TAX CONSULTANTS INC.**

**Location: Mississauga**

**Salary: \$35.50 Per Hour**

**JOB ID : RJ4157839**

**Posting Date : 05-May-2025**

**Expiry date : 01-Nov-2025**

**Education : College/CEGEP**

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

Job Title: Bookkeeper (NOC 12200)

Company Name: PRO - TAX CONSULTANTS INC.

Work Location: 808 Britannia Rd W Unit #201, Mississauga, ON L5V 0A6

Salary: \$35.50 / hour with 10 Days of Paid Vacation

Number of Positions: 1 Vacancy

Employment Groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Visible minorities, Youth, Refugees

Terms of Employment: Permanent, Full time: 30-35 hours/week

Start date: As soon as possible

Job Duties:

- Calculate and prepare cheques for payroll
- 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

Computer & Technology Knowledge

Accounting software

MS Excel

MS Outlook

MS Word

Job requirements:

Languages: English

Experience/Qualifications:

College/CEGEP

1-2 years of related work experience

Work Conditions and Physical Capabilities:

Fast-paced environment, Work under pressure, Attention to detail

Personal Suitability:

Client Focus, accurate, flexibility, organized, team player and time management

How to apply

By email: [protax608@gmail.com](mailto:protax608@gmail.com)

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer may not consider your job application.

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