

JOB POSTING DETAILS

Employer	FKM Trucking	Job Type	RI
Job Title	Bookkeeper	Duration	NA
ES Job ID	13353	Location	NA
Date Posted	September 15, 2022	Closing Date	October 13, 2022

Job Overview - Description & Duties

FKM Trucking is looking for a Bookkeeper/Accounting Technician

Duties Include:

1. Processing accounts payable and accounts receivable,
2. Managing bank and general ledger reconciliation,
3. Processing payroll for employee,
4. GHT/HST submissions,
5. Preparing a trial balance for the accounts,
6. Reconcile entries to balance subsidiary accounts,
7. Maintaining records of financial transactions by posting and verifying.

Required Skills

1. 2 years experience with bookkeeping, Knowledge of Quickbooks.
2. Experience with tax submission,
3. Attention to details

Other Requirements

NA

How to Apply

Please submit your resume via fax to (705)-254-6090 or email to fkmtrucking1@gmail.com