

**SAULT** | **EMPLOYMENT**
COLLEGE | SERVICES**JOB POSTING DETAILS**

Employer	FKM Trucking	Job Type	RI
Job Title	Bookkeeper	Duration	NA
ES Job ID	13353	Location	NA
Date Posted	November 21, 2022	Closing Date	January 5, 2023

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 detail

Other Requirements

NA

How to Apply

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