# Accounting Technician

Truehealth and Infinity Massage Center Ltd

Job ID
**11431**

VIEW THIS JOB ONLINE: https://www.youthjob.ca/jobs/11431

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 142-9612 Franklin Avenue suite 142, FORT MCMURRAY, AB\| Alberta | 27-11-2026 | 26-05-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 30.50 per hour | 2 years to less than 3 years | No degree, certificate or diploma |

## Job Details

Job details
Location: Fort McMurray, AB, T9H 2J9
Work location: On site
Salary: 30.50 hourly / 30 to 40 hours per week
Terms of employment: Permanent employment/Full time (Starts as soon as possible)
Benefits: Health benefits, Financial benefits, Other benefits

Overview
Languages: English
Education: Bachelor's degree or equivalent experience
Experience : 2 years to less than 3 years
On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities
Tasks:
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
Reconcile accounts
Manage accounts receivable
Manage accounts payable

Experience and specialization
Computer and technology knowledge:
Accounting software

MS Office

Benefits:
Health benefits:
Dental plan
Health care plan
Vision care benefits

Financial benefits:
Bonus
Life insurance

Other benefits:
Free parking available
Wellness program

Employment groups:
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities
Support for newcomers and refugees
Support for youths
Support for Veterans
Support for Indigenous people
Support for mature workers
Supports for visible minorities

Who can apply for this job?
The employer accepts applications from:
Canadian citizens and permanent or temporary residents of Canada
other candidates, with or without a valid Canadian work permit

Additional ways to apply
By email:
Ericka_louise@yahoo.ca

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