

bookkeeper

Dairy Queen

Job ID

9800

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LOCATION	DATE POSTED	EXPIRY DATE	
67 Memorial Ave, Orillia, ON Ontario	04-06-2026	01-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$28.50 hourly / 35 hours per week	2 years to less than 3 years	College/CEGEP

Job Details

Wage: \$28.50 hourly / 35 hours per week

No. of Positions: 1

Location: 67 Memorial Ave, Orillia, ON, L3V 5W9

Languages

English

Education

College/CEGEP

Experience

2 years to less than 3 years

Responsibilities

Tasks

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Maintain general ledgers and financial statements

Prepare other statistical, financial and accounting reports

Prepare tax returns

Additional information

Security and safety

Bondable

Work conditions and physical capabilities

Attention to detail

Repetitive tasks

Personal suitability

Accurate

Dependability

Flexibility

Judgement

Organized

Reliability

How to apply:

By Email:

11911dq@gmail.com

By Mail:

67 Memorial Ave

Orillia, ON

L3V 5W9