Bookkeeper

Super 8 Truro by Wyndham

Job ID
9887

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LOCATION	DATE POSTED	EXPIRY DATE
85 Treaty Trail, Millbrook, NS| Nova Scotia	15-06-2026	12-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Title: Bookkeeper

Employer details: Super 8 Truro by Wyndham

Job details:
Location: 85 Treaty Trail, Millbrook, NS B6L 1W3

Work location: On site

Salary: 30.00 hourly / 32 hours per week

Terms of employment: Permanent employment, Full time, Overtime required, Day

Starts: As soon as possible

Vacancies: 1 vacancy

Overview:
Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 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

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
Post journal entries
Prepare other statistical, financial and accounting reports
Prepare tax returns
Prepare trial balance of books
Reconcile accounts

Experience and specialization:
Computer and technology knowledge:
Accounting software
MS Access
MS Excel
MS Outlook
MS Word

Additional information:
Work conditions and physical capabilities:
Attention to detail
Fast-paced environment
Repetitive tasks
Tight deadlines
Personal suitability:
Accurate
Client focus
Dependability
Excellent written communication
Flexibility
Judgement
Organized
Reliability

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

How to apply:
By Direct Apply

Additional ways to apply:
By email:
super8trurojobs@gmail.com

By mail:
85 Treaty Trail
Millbrook, NS
B6L 1W3

Job Description

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