# 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

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