



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Bookkeeper (NOC: 1311)

|                       |   |                   |
|-----------------------|---|-------------------|
| <b>Job ID</b>         | <b>34-B7-F2-B9-F2-4C</b>  |                   |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=34-B7-F2-B9-F2-4C">https://careers.indigenous.link/viewjob?jobname=34-B7-F2-B9-F2-4C</a> |                   |
| <b>Company</b>        | O2 West Partnership O/A O2's  |                   |
| <b>Location</b>       | Edmonton, Alberta   |                   |
| <b>Date Posted</b>    | From: 2021-02-26  | To: 2021-08-25    |
| <b>Job</b>            | Type: Full-time   | Category: Finance |
| <b>Job Start Date</b> | As soon as possible   |                   |
| <b>Job Salary</b>     | \$25.65/ hour for 30 to 40 hours/week   |                   |
| <b>Languages</b>      | English   |                   |

### Description

Vacancies: 1 Marketed to: Youth, Veterans of the Canadian Armed Forces, Indigenous people, Newcomers to Canada, Apprentices Terms of employment: Morning, Day, Evening, Weekend, Flexible hours, Permanent, Full time SKILLS Work Conditions and Physical Capabilities Attention to detail Specific Skills Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Prepare other statistical, financial and accounting reports, Calculate fixed assets and depreciation, Maintain general ledgers and financial statements, Calculate and prepare cheques for payroll, Post journal entries

### Experience

No experience (We will train the employee)

### Education Requirements

College/CEGEP

### Essential Skills

Team player, Accurate, Excellent written communication, Organized

### Other

Job Location: 11066 156 Street NW Edmonton, AB T5P 4M8

### How to Apply

By mail: 11066 156 Street NW Edmonton, AB T5P 4M8 By email: [brian.s@o2s.ca](mailto:brian.s@o2s.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

## Bookkeeper (NOC: 1311)

|                       |   |                   |
|-----------------------|---|-------------------|
| <b>Job ID</b>         | <b>3418E446CD683</b>  |                   |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=3418E446CD683">http://NewCanadianWorker.ca/viewjob?jobname=3418E446CD683</a> |                   |
| <b>Company</b>        | O2 West Partnership O/A O2's  |                   |
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/02

## Bookkeeper (NOC: 1311)

|                       |   |                   |
|-----------------------|---|-------------------|
| <b>Job ID</b>         | <b>6E94A0CEEC83E</b>  |                   |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=6E94A0CEEC83E">http://NoExperienceNeeded.ca/viewjob?jobname=6E94A0CEEC83E</a> |                   |
| <b>Company</b>        | O2 West Partnership O/A O2's  |                   |
| <b>Location</b>       | Edmonton, Alberta   |                   |
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