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Bookkeeper NOC 12200 Job

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Employer Name: Northern Lights Chinese Cuisine
 Location: Cold Lake, Alberta
 Wage: \$ 23.00 - \$24.00 per
 Job Code:
 Number Of Openings: 1

SpiderID: 13695655
 Date Posted: 3/11/2024
 Category: Accounting/Bookkeeping

Job Description:

Company profile:

Northern Lights Chinese Cuisine has been serving up in cold lake since 2010, Specializing fresh Chinese food, we offer dine-in, take out and delivery services. Fully licensed.

2352996 Alberta Ltd. DBA Northern Lights Chinese Cuisine is looking for a Bookkeeper NOC 12200

Duties and responsibilities as a bookkeeper are follows:

- Managing and processing payments to suppliers for ingredients, kitchen equipment, utilities, and other expenses.
- Managing accounts payable involves recording and tracking all bills and invoices from suppliers, ensuring they are paid on time, and maintaining good relationships with vendors.
- Keeping track of accounts receivable involves managing customer payments, issuing invoices, and following up on overdue payments.
- Monitoring and recording inventory levels of ingredients, supplies, and food items is crucial to ensure smooth operations and prevent shortages or overstocking.
- Calculating employee wages, taxes, and benefits, and ensuring timely payment to staff members.
- Generating regular financial reports such as profit and loss statements, balance sheets, and cash flow statements to provide insights into the restaurant's financial performance.
- Assisting in the creation of budgets and financial forecasts to help management make informed decisions about the restaurant's future financial goals and strategies.
- Reconciling bank statements with the restaurant's financial records to identify any discrepancies and ensure the accuracy of financial data.
- Analyzing financial data to identify trends, opportunities for cost savings, and areas for improvement in profitability and efficiency.

Job Requirement

Education College Diploma
 Work 1 Year of experience
 Wage \$ 23.00 - \$24.00 per hr
 Language English

Address: 5202 51 Ave, Cold Lake, AB T9M 1P4
 Email: hr.northernlightscuisine@outlook.com

Job Criteria:

Start Date:
 Position Type: Full-Time Permanent
 Years of Experience Required:
 Education Required:
 Overnight Travel:
 Vacation Time:

Contact Information:

Contact Name: hr.northernlightscuisine
 Company:
 City: Cold lake
 State: Alberta
 Zip:

Company Type:

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