



**Task Title: Bookkeeper Job Profile on Job Bank**

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:**

Review the Bookkeeper Job Profile on the Job Bank to answer questions about the job.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2

**Materials Required:**

- Pen and paper and/or digital device

## Learner Information

The Canada Job Bank provides job profiles for different occupations. These profiles include information such as job descriptions, educational requirements, job duties and much more. Scan the job description for Bookkeeper in Canada.

# JOB DESCRIPTION **Bookkeeper in Canada**

---

Find out what work is like for a bookkeeper in Canada. This work description is applicable to all Accounting technicians and bookkeepers (NOC 12200).

## Accounting technicians and bookkeepers

### Description

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.

### Work week duration

Accounting technicians and bookkeepers usually work between 35 to 40 hours per week.

Between 35 to 40 hours

### Job duties

Here are some of the main activities and tasks that Accounting technicians and bookkeepers have to perform, and some of the physical demands they involve:

## Task Title: Bookkeeper Job Profile on Job Bank\_E\_A1.2

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

## Physical demands

- Sitting
- Making repetitive motions

## Workplaces and employers

Here are the typical workplaces where Accounting technicians and bookkeepers are employed and some of their main characteristics:

- Self-employed
- Establishments throughout the private and public sector

## Work environment

- Indoors, environmentally controlled

## Physical proximity from others

- Somewhat close (e.g. share office)

## Related job titles

Here are some other related job titles that are found in the same occupational category (NOC 12200), and a list of similar occupations:

## Task Title: Bookkeeper Job Profile on Job Bank\_E\_A1.2

- Accounting bookkeeper
- Accounting technician
- Bookkeeper
- Finance technician

Sources [Occupational and Skills Information System](#) & [National Occupational Classification](#)

## Work Sheet

**Task 1: Which 2 occupations is this job description applicable to?**

Answer:

---

**Task 2: What do accounting technicians and bookkeepers do?**

Answer:

---

**Task 3: How many hours per week will bookkeepers work?**

Answer:

---

**Task 4: List 3 job duties.**

---

Task Title: Bookkeeper Job Profile on Job Bank\_E\_A1.2

**Task 5: Where do Accounting technicians and bookkeepers typically work?**

Answer:

---

**Task 6: List 3 related job titles.**

Answer:

---