

Job Title	Accountant
No. of Positions	1
Organization	Coco Fresh Tea & Juice
Division	Edmonton Office Warehouse
Location	18426 105 Ave NW, Edmonton AB, T5S 2R2
Job Description	<p>INTRODUCTION: Coco Fresh Tea & Juice has become a global brand in the bubble tea industry. Not only does our company provide drinks to people but also supports students, where they can apply their academic knowledge in real-world settings. We are looking to hire 1 Professional Accounting fresh student or recent alumni, starting in May.</p> <p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Accounts payable/receivable management • Month-End Reporting, generating comprehensive financial reports at the end of each month. • Direct the day-to-day accounting operations of the company, ensuring accuracy of all financial information and reporting. • Monitor cash flow and document financial transactions through systematic journal entries.
Job Requirements	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Educational background in finance or accounting. • Basic computer and technology knowledge such as Microsoft Excel, Word, Quick Books, PowerPoint. • Exhibits reliability, punctuality, and a high level of professionalism. • Ability to work effectively under pressure. • Own vehicle and a valid Class 5 driver's license • Basic security clearance and criminal record check
Salary	\$18.00/hr
Hours per week	Full time, May 35 hours/week

	Total of 480-640 hours
Start Date	05/06/2024
Application Method	Email (cocoyeghiring@gmail.com)
Application Deadline	03/25/2024

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