

Bookkeeper

by *Nikolaos Karadimos* (Level 5)

A bookkeeper is a person who is in charge of the accounting in a company. This job must not be confused with that of an accountant whose analyzes and reviews financial statements for companies using the information provided by the bookkeeper. A bookkeeper completes accounting tasks such as calculating and preparing bills, invoices, receipts, payments, etc. of a business; managing the petty cash; producing the payroll; calculating prices; accurately completing and verifying work for daily accounting tasks; completing end-of-fiscal period and end-of-year tasks, producing income tax forms, and creating an accounting system. For this job, you need to like numbers, be neat and precise, be responsible as you are in charge of money, and like office work. Most companies will require you to be fluent in French and English.

The average salary in Quebec is \$494 per week. To become a bookkeeper, you need to complete a Vocational Education Degree (DVS* Accounting). The admission requirements for the program is either a high school diploma or to be 16 years of age and have your secondary 4 English, French and Math. The Lennoxville Vocational Education Centre (next door) offers this program.

*(DVS) Diploma of Vocational Studies