



Task Title: Bookkeeper Job Profile on Job Bank

OALCF Cover Sheet – Practitioner 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:

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- 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:

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- 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.

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

Answer:

Task 6: List 3 related job titles.

Answer:

Answers

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

Answer: Accounting technicians and bookkeepers

Task 2: What do accounting technicians and bookkeepers do?

Answer:

Maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services

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

Answer: Between 35 – 40 hours

Task 4: List 3 job duties.

Answer: Any 3 of the following:

- 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.

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

Answer:

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

Task 6: List 3 related job titles.

Answer: Any 3 of the following:

- Accounting bookkeeper
- Accounting technician
- Bookkeeper
- Finance technician

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
A1.2	Locates multiple pieces of information in simple texts			
A1.2	Reads more complex texts to locate a single piece of information			
A1.2	Makes low level inferences			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
