1. Search for any entry level role of interest and identify the following: Bookkeeper
2. Job requirements and description:

* Maintain accurate financial records through meticulous bookkeeping practices, including journal entries and account reconciliation.
* Manage accounts payable to ensure timely payments for suppliers
* Perform balance sheet reconciliation and general ledger accounting
* Conduct bank reconciliations
* GST returns and online corporate tax payments
* Process payroll using Dayforce Powerpay
* Utilize Sage accounting software
* Complete Workers Compensation Board (WCB) Alberta annual return
* Completion and submission of Year End

1. Average wage for the role:
   * Average Salary in Canada is $50,000 per year
2. Skills required:

* Proven experience in bookkeeping or accounting role
* Proficiency in using Sage accounting software and using Dayforce Powerpay is mandatory
* Strong skills in account reconciliation, including bank reconciliation and general ledger reconciliation.
* Previous tax experience
* Candidates should possess attention to detail and organizational skills

1. Identify the skills gap that you need to qualify for this role.

* Proficiency in using more accounting and payroll software packages.
* Improved skills in bank reconciliation and general ledger reconciliation.
* Learn Canadian tax system.

1. Classify each of the following under the six components of an information system:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hardware | Software | Network | Data | Process | People |
| Laptop | Database Management Service |  | Employee Handbook |  | Customer Service Team |
| Wi-fi Router |  |  |  |  |  |

1. Imagine you are starting your first semester at college. Describe how you would use digital literacy skills to:
2. Research an assignment topic:

* I will use Google scholar to get credible articles
* I will ensure each article is properly referenced to avoid plagiarism.

1. Communicate with your instructor:

* I will communicate with my instructor writing an email in a professional manner.

1. Protect your personal information online:

* I will practice safe browsing by limiting the information I share online.
* I will keep myself up to date on evolving online threats.
* Enable privacy settings on my computer.