

## Bookkeeper (1 Vacancy)

**5030749 Manitoba Ltd. o/a Amaranth Inn.** Is looking for a Full-time & Permanent Bookkeeper. (We can consider Part-time as well as Full-time applicants)

**Job Title:** Bookkeeper

**Employer:** 5030749 Manitoba Ltd. o/a Amaranth Inn.

**Terms of Employment:** Permanent, Full-Time

**Salary:** \$21.15/hr-\$23.00/hr (depending on experience) based on 30-36hr/wk

**Benefits:** 4% Vacation pay

**Work Location:** 100 Kinosota Rd. S, Amaranth, MB, R0H 0B0

**Work Setting:** Motel, Restaurant, Bar

**Language:** English

**Education:** Completion of secondary school

**Experience:**

- Completion of a college diploma program in accounting or bookkeeping OR
- A minimum of two years equivalent experience OR
- A combination of education and 2 years experience will be considered

**Job Description:**

- Set up and maintain manual and computerized information filing systems, such as SAGE
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports
- Verify and reconcile documents such as invoices, contracts, orders, and vouchers
- Review, investigate, and corrects inconsistencies in financial entries, documents, and reports.
- Administer and process accounts receivable, accounts payable, such as payrolls, bills, utilities, other expenses, related government remittances (GST/PST), WCB, payroll deductions.
- Administer month-end reconciliations
- Assist with year-end preparations, such as T4/T4A/T5s returns and corporate tax returns and ROEs etc.
- Prepare financial reports by collecting, analyzing, and summarizing account information

**Other:** We welcome applications from Indigenous people, New immigrants and Youth.

Candidates legally entitled to work in Canada can apply.

**How to apply your resume:**

Email: [amaranthinnmb@gmail.com](mailto:amaranthinnmb@gmail.com)

Mail to – 100 Kinosota Rd. S, Amaranth, MB, R0H 0B0