

Bookkeeper

We, **10018744 Manitoba Ltd. o/a Amaranth Liquor & Convenience Store** are looking for a Full-time & Permanent Bookkeeper. (We can consider Part-time as well as Full-time applicants)

Job Title: Bookkeeper

Employer: 10018744 Manitoba Ltd. o/a Amaranth Liquor & Convenience Store

Terms of Employment: Permanent, Full-Time

Salary: \$22.60/hr-\$24.00/hr (depending on experience) based on 30-36hr/wk

Benefits: 4% Vacation pay

Work Location: 108 Kinosota Rd. S, Amaranth, MB, ROH OBO

Work Setting: Convenience & Liquor store

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 year 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 correct 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: am.convenience@hotmail.com

Mail to - 108 Kinosota Rd. S, Amaranth, MB, ROH OBO