

APT TRANSPORT INC

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Company	Apt Transport Inc
Location	37 Nicola Dr Headingley MB R4H 1C7
Province	Manitoba
Date Posted	2022-04-18
Posted Until	2022-07-15
Positions	2
Job Type	Permanent, Full-time
Job Category	Bookkeeper (NOC 1311)
Description	<p>Calculate and prepare cheques for payrolls and for utility, tax remittance forms, workers' compensation forms, pension contribution forms and other government documents. Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements. Calculate fixed assets and depreciation.</p>
Start Date	As soon as possible
Salary	\$22/hr
Education Requirements	Completion of college program in accounting/bookkeeping/related field
Essential Skills	Store, update and retrieve financial data; Manage accounts payable; Manage accounts receivable; Invoice clients; Conduct credit and collections; Prepare bank reconciliations
Language	English

Experience	Must have at least two years of most recent, verifiable work experience
Work Settings	Work under pressure, Repetitive tasks, Attention to detail
How to Apply	By E-Mail: info@apttransport.ca