


# Job posting details

## Preview

# bookkeeper

JOB POSTING ADVERTISED

Posted on September 20, 2022 by **D.Elite Trucking Inc**

 Winnipeg, MB  
R3Y 0R6

 \$25.00 / hour

 1 vacancy

 Permanent employment, Full time  
40 hours / week

 As soon as possible

 Employment conditions: Morning, Day, Weekend

 # 2188223

## Job requirements

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

Will train

### Personal suitability

Client focus, Dependability, Efficient interpersonal skills, Excellent oral communication, Flexibility, Organized, Reliability, Team player

### Computer and technology knowledge

MS Excel, MS Outlook, MS Windows, MS Word, Quick Books, Simply Accounting

### Tasks

Calculate and prepare cheques for payroll, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

### Security and safety

Criminal record check

### Work conditions and physical capabilities

Attention to detail, Fast-paced environment, Repetitive tasks, Work under pressure

### Who can apply to this job?



#### Only apply to this job if:

- You are a Canadian citizen or a permanent resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

### How to apply

By email

[delitetransport23@gmail.com](mailto:delitetransport23@gmail.com)

### Advertised until

2022-10-20

### Date modified:

2022-08-15