

# EVERY WAY TRUCK WASH LTD

174 Autumnview Dr, WINNIPEG, MB R3Y 0G6 Ph. 204-899-0475

email: [everywaytruckwash1@gmail.com](mailto:everywaytruckwash1@gmail.com)

<b>Company</b>	Every Way Truck Wash Ltd
<b>Location</b>	174 Autumnview Dr Winnipeg MB R3Y 0G6
<b>Province</b>	Manitoba
<b>Date Posted</b>	2020-06-15
<b>Posted Until</b>	2020-10-16
<b>Positions</b>	1
<b>Job Type</b>	Permanent, Full-time
<b>Job Category</b>	Bookkeeper (NOC 1311)
<b>Description</b>	<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>
<b>Start Date</b>	As soon as possible
<b>Salary</b>	\$22/hr
<b>Education Requirements</b>	Completion of college program in accounting/bookkeeping/related field
<b>Essential Skills</b>	Store, update and retrieve financial data; Manage accounts payable; Manage accounts receivable; Invoice clients; Conduct credit and collections; Prepare bank reconciliations
<b>Language</b>	English

<b>Experience</b>	Must have at least two years of most recent, verifiable work experience
<b>Work Settings</b>	Work under pressure, Repetitive tasks, Attention to detail
<b>How to Apply</b>	By E-Mail: <a href="mailto:info@everywaytruckwash.com">info@everywaytruckwash.com</a>