

## FORTRESS ACCOUNTING AND TAX RETURN SERVICE LTD

1021 COURT AVE WINNIPEG, MB R2P 1V7

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431-777-8279

<b>Company</b>	<b>Fortress Accounting and Tax Return Services LTD.</b>
<b>Location</b>	<b>1021 Court Ave, Suite 209, Winnipeg MB R2P 1V7</b>
<b>Positions</b>	<b>2</b>
<b>Job Type</b>	<b>Permanent, Full-time</b>
<b>Job Name</b>	<b>Bookkeeper</b>
<b>Description</b>	<b>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, monthly profit and loss statements. Calculate fixed assets and depreciation</b>
<b>Start Date</b>	<b>As soon as possible</b>
<b>Salary</b>	<b>\$23.50 hourly</b>
<b>Education</b>	<b>Secondary (high) school graduation certificate</b>
<b>Essential Skills</b>	<ul style="list-style-type: none"><li>• <b>Reconcile accounts; Prepare trial balance of books; Post journal entries; Maintain general ledgers and financial statements; Calculate and prepare cheques for payroll; Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems. Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems. Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements. Calculate and prepare cheques for payrolls and for utility, tax and other bills.</b></li></ul>

	<b>Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents. Prepare other statistical, financial and accounting report</b>
<b>Language</b>	<b>English</b>
<b>Experience</b>	<b>2 years to less than 3 years</b>
<b>Work Setting</b>	<b>Repetitive tasks, Attention to detail, Tight deadlines</b>