

Bookkeeper

JQ Food Supply Ltd (Sugar Marmalade)

Job Description

We have an immediate opening for a qualified Bookkeeper who is capable of performing high quality work in a fast-paced environment.

Main Duties

Day to day bookkeeping tasks, including:

- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements.
- Keep financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems.
- Prepare tax returns of company for each fiscal year.
- Prepare other statistical, financial, and accounting reports.

Employment requirements

Business Equipment and Computer Applications:

- MS Excel
- MS Word
- QuickBooks
- Legally authorized to work in Canada
- Hard-working, organized, willingness to learn

Personal Suitability:

- Oral communication in English
- At least one-year of full-time work experience in bookkeeping-related jobs
- College diploma is required
- Chinese mandarin is an asset

Employment type: Full-time

Location: Winnipeg, Manitoba

Salary: \$16.00-\$18.00 per hour

Schedule:

8 hours (Monday to Friday) from 10: 00 am. to 6:00 pm

Contact Email:

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