

Bookkeeper

Omnisol Tech & Construction Ltd

Main Duties

- Calculate and prepare cheques for payroll
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries
- Prepare trial balance of books
- Reconcile accounts

Employment Requirements

- Must know English with excellent oral and written communication
- Secondary (high) school graduation certificate
- 1 year to less than 2 years experience
- Efficient interpersonal skills, Organized, Reliable
- Computer and Technology Knowledge, Electronic mail, MS Excel, MS Word

Permanent Full Time

Location: Winnipeg

Salary: \$24.00/ hour 35 hours/week

Contact Email or call:

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