



Job posting details


Preview


bookkeeper JOB POSTING ADVERTISED


Posted on September 20, 2022 by **SRR TRANSPORT**

 Steinbach, MB
R5G 0B8

 \$22.80 / hour


 1 vacancy

 Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada

 Permanent employment, Full time
35 to 40 hours / week

 As soon as possible

 Employment conditions: Morning, Day, Evening

 # 2188342

Job requirements

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Personal suitability

Accurate, Client focus, Dependability, Efficient interpersonal skills, Flexibility, Organized, Reliability, Team player

Computer and technology knowledge

MS Excel, MS Outlook, MS Word

Tasks

Calculate fixed assets and depreciation, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Maintain general ledgers and financial statements, Post journal entries, Prepare other statistical, financial and accounting reports, Prepare trial balance of books, Reconcile accounts

Work conditions and physical capabilities

Attention to detail, Fast-paced environment, Tight deadlines

Who can apply to this job?



The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

srrtransportjobs@gmail.com

Advertised until

2022-10-20

Date modified:

2022-08-15