

# Job posting for Bookkeeper (1732710)

1311 Accounting technicians and bookkeepers

Preview

## Bookkeeper JOB POSTING ADVERTISED

Posted on June 10, 2021 by **SRR TRANSPORT**

10 Castlerock Cove  
Steinbach, MB  
R5G 2B1

**\$** \$21.80 / hour

**👤** 1 vacancy

**📅** Permanent employment, Full time  
35 to 40 hours / week

**📅** As soon as possible

**📅** Employment conditions: Morning, Day, Evening

**🇨🇦** Job Bank # 1732710

### 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

#### Work Conditions and Physical Capabilities

Fast-paced environment, Tight deadlines, Attention to detail

#### Personal Suitability

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

#### Business Equipment and Computer Applications

MS Word, MS Outlook, MS Excel

#### Specific Skills

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

#### How to apply

##### By email

[srrtransportjobs@gmail.com](mailto:srrtransportjobs@gmail.com)

##### Advertised until

2021-07-10

