

SALMAN IDRIS ACCOUNTING CORP

201-1874 Portage Ave Winnipeg Manitoba R3J 0H2
salman@cpasal.com
204-293-8018

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| Company | Salman Idris Accounting Corp |
| Location | 201-1874 Portage Ave Winnipeg Manitoba R3J 0H2 |
| Date Posted | June 14, 2022 |
| Positions | 2 |
| Job Type | Permanent, Full-time |
| Job Name | Bookkeeper |
| Description | 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 |
| Start Date | As soon as possible |
| Salary | \$23.50 hourly |
| Education | College Diploma or Certificate for 1-2 Years |
| Essential Skills | <ul style="list-style-type: none">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 |

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| | cheques for payrolls and for utility, tax and other bills. Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents. Prepare other statistical, financial and accounting report |
| Language | English |
| Experience | 2 years to less than 3 years |
| Work Setting | Repetitive tasks, Attention to detail, Tight deadlines |