

Job Title

**Bookkeeper**

Job details

Location: 695 Osborne St Winnipeg, MB R3L 2B8

Salary: \$21.15 / hour

Vacancies: 1 Vacancy

Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time 35 hours / week

Start date: As soon as possible

Employer covers the relocation costs

Employer: Trademark Logistics Inc. o/a Trademark Logistics

Job requirements

Languages

English

Education

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

Experience

7 months to less than 1 year

Security and Safety

Basic security clearance

Work Conditions and Physical Capabilities

Work under pressure, Fast-paced environment, Tight deadlines, Attention to detail

Work Location Information

Relocation costs covered by employer

Personal Suitability

Effective interpersonal skills, Dependability, Team player, Client focus, Excellent written communication, Excellent oral communication, Organized, Flexibility

Business Equipment and Computer Applications

MS Excel, Accounting software, MS Word, MS Outlook

Specific Skills

Maintain general ledgers and financial statements, Prepare trial balance of books, Calculate fixed assets and depreciation, Calculate and prepare cheques for payroll, Prepare tax returns, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Reconcile accounts

Aboriginal and newcomers are welcome to apply.

How to apply

By email:

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

In person:

695 OSBORNE ST

WINNIPEG, MB

R3L 2B8

from 11:00 to 17:00