



## Bookkeeper

### Description

Description:

Morden Motor Inn is a Motel, restaurant and bar, which is located in Morden, MB. We are located on Highway #3 West with Dining facility. We also have bar and Grill. WE are looking for a candidate which will play a key role in contributing to our satisfaction and acquisition goals of growth.

Responsibilities:

- Calculate and prepare cheques for payroll
  - 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
- Computer and technology knowledge
- Accounting software
  - Electronic scheduler

### Closing Date

November 24, 2023

### Categories

Business, Finance and Administration

### Employer

Morden Motor Inn Ltd.

### Location

Rural

### Address

780 Thornhill St Morden,  
R6M 1E9

### Job Type

Full-time

### Education Level

High School

### Wage

\$24.00 - \$24.00

- Enterprise resource planning (ERP) software
- Inventory control software
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Quick Books
- Simply Accounting
- TaxPrep

#### Work conditions and physical capabilities

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

#### Personal suitability

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Judgement
- Organized
- Reliability
- Team player

Start Date: As soon as possible

Language: English

## **Email**

baljotrai1983@gmail.com

Minimum Education: Secondary (high) school graduation certificate

Positions Available: 2

NOC Group: Bookkeeper (12200)

NOC Job Title: Bookkeeper

Job Type: Full-time/ Permanent

Salary: \$24 per hour

Hours: 35-40 hours per week

Schedule:

8-hour shift

Day shift

Monday to Friday

On call

Weekend availability

Work Location: In person

Experience: Experience is an asset but willing to train to right person.

Work remotely: No

Employment groups: Youth, Visible minorities, Indigenous people, Newcomers to Canada

Ability to commute/relocate: Morden, MB: reliably commute or plan to relocate before starting work(preferred)

Benefits: On-site parking

How to Apply:

By Directly applying on the job posting

By email:baljotrai1983@gmail.com

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.