



JQ Food Supply Ltd (Sugar Marmalade)

Description

Calculate and prepare cheques for payroll 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 tax returns Prepare trial balance of books Reconcile accounts

Duties

Calculate and prepare cheques for payroll 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 tax returns Prepare trial balance of books Reconcile accounts

Qualification

Languages

English

Education

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

Experience

Closing Date

April 29, 2024

Categories

Business, Finance and Administration

Employer

JQ Food Supply Ltd
(Sugar Marmalade)

Location

Assiniboine South

Address

90-2589 Pembina
Hwy Winnipeg, R3T
2H5

Job Type

Full-time

Education Level

College

Wage

1 year to less than 2 years

\$23.00 - \$23.00

Work setting

Urban area

Computer and technology knowledge

MS Excel MS Outlook MS Windows MS Word Quick Books

Work conditions and physical capabilities

Attention to detail; Repetitive tasks; Tight deadlines; Work under pressure; Personal suitability; Accurate Efficient interpersonal skills; Organized Reliability