



## 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

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### 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

December 31, 2023

### 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