



Bookkeeper

Description

453 Regent Ave West, Winnipeg, MB, R2C 1R7
Salary: 26.00 hourly
40 hours per Week
Terms of employment: Permanent employment,
Full time

Start date: Starts as soon as possible
Vacancies: 1

Overview
Languages
English

Education
Secondary (high) school graduation certificate
Experience
1 year to less than 2 years

Work setting: Urban area

Responsibilities/ Tasks:

- 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

Closing Date

January 19, 2024

Categories

Services

Employer

10064289 Manitoba Ltd.

Location

Assiniboine South

Address

453 Regent Ave West
Winnipeg, Manitoba R2C 1R7
Winnipeg, R2C 1R7

Job Type

Full-time

Education Level

High School

Email

ahmadayaz1132@gmail.com

- Prepare trial balance of books
- Reconcile accounts

Experience and specialization

- Computer and technology knowledge
- MS Excel
- Quick Books

Additional information

Personal suitability

Organized

Reliability

Team player

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

Phone

(204) 218-1130