



Bookkeeper

Description

Overview

Languages
English

Education

College/CEGEP
or equivalent experience

Experience

2 years to less than 3 years

Responsibilities

Tasks

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 trial balance of books
Reconcile accounts

Closing Date

May 31, 2024

Categories

Business, Finance and
Administration

Employer

XIN HONG LI LTD.

Location

St. Vital

Address

92 1255 ST MARY'S RD
Winnipeg, R2M 5L5

Job Type

Permanent

Education Level

College

Wage

\$24.00 - \$24.00

Email

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