



Bookkeeper

Description

DESCRIPTION

BAASI TRUCKING LTD located at Winnipeg, MB with its runs throughout Canada and USA is looking for 1 position for Bookkeeper (NOC 12200-BOOKKEEPER) to join our team. We promote equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Veterans, Visible minorities, Youth

Duties

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 trial balance of books
- Reconcile accounts

Qualification

Experience and specialization

Closing Date

May 4, 2024

Categories

Business, Finance and Administration

Employer

BAASI TRUCKING LTD.

Location

St. Boniface

Address

124 EVELYNE REESE BLVD
Winnipeg, R3X0N7

Job Type

Permanent

Education Level

High School

Wage

\$24.00 - \$24.00

Computer and technology knowledge

- Accounting software
- MS Excel
- MS PowerPoint
- MS Word
- Quick Books

Work conditions and physical capabilities

- Attention to detail
- Tight deadlines

Email

baasitrucking@gmail.com

Phone

(204) 557-9007