



# Bookkeeper

## Description

Black River Logistics Ltd. is currently seeking a detail-oriented and experienced Bookkeeper to join our team in Winnipeg, Manitoba. As a bookkeeper, you will play a crucial role in managing the financial records and transactions of our company, ensuring accuracy and compliance with regulatory standards.

## Duties

1. Maintain accurate and up-to-date financial records using accounting software and spreadsheets.
2. Process accounts payable and accounts receivable transactions in a timely manner.
3. Reconcile bank statements and credit card transactions to ensure accuracy and identify discrepancies.
4. Prepare and submit invoices to clients and customers, following up on outstanding payments as needed.
5. Assist with payroll processing, including calculating wages, deductions, and taxes.
6. Generate financial reports, including balance sheets, income statements, and cash flow statements, for management review.
7. Monitor cash flow and assist in budgeting and forecasting activities.
8. Collaborate with the accounting team to ensure compliance with accounting principles and regulatory requirements.

## Closing Date

March 31, 2024

## Categories

Business, Finance and Administration

## Employer

Black River Logistics Ltd.

## Location

Fort Garry

## Address

71 clover dr Winnipeg, R0h 1E0

## Job Type

Full-time

## Education Level

College

## Wage

\$18.00 - \$40.00

9. Maintain confidentiality of financial information and adhere to internal control policies.

## **Qualification**

1. Previous experience as a bookkeeper or in a similar role is preferred but not required.
2. Proficiency in accounting software such as QuickBooks, Xero, or similar platforms.
3. Strong understanding of accounting principles and practices.
4. Excellent attention to detail and organizational skills.
5. Ability to prioritize tasks and meet deadlines in a fast-paced environment.
6. Effective communication skills and ability to work collaboratively with team members.
7. Knowledge of Canadian tax regulations and compliance requirements is preferred.
8. Diploma or degree in accounting, finance, or a related field is an asset.

## **Email**

info@blackriverlogistics.com

## **Phone**

(431) 792-7479