



# Bookkeeper

## Description

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.

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## Duties

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

## Qualification

## Closing Date

April 27, 2024

## Categories

Business, Finance and Administration

## Employer

7052171Manitoba Ltd.

## Location

Central

## Address

263 Bitterfield Drive  
Wimnnipeg, R2P1T1

## Job Type

Full-time

## Education Level

High School

## Wage

\$24.00 - \$24.00

1 year to less than 2 years work Experience.

**Email**

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