



# Bookkeeper

## Description

As a bookkeeper, you will play a crucial role in managing the financial transactions and records of our immigration services firm. You will be responsible for maintaining accurate financial records, preparing financial reports, and ensuring compliance with accounting regulations. The ideal candidate will have strong attention to detail, excellent organizational skills, and proficiency in accounting software.

## Duties

### 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
- Prepare trial balance of books
- Reconcile accounts

## Qualification

### Languages

English

## Closing Date

May 6, 2024

## Categories

Business, Finance  
and Administration

## Employer

Ling Joy Immigration  
Ltd.

## Location

Downtown

## Address

222 Osborne ST N  
Winnipeg, R3C 1V4

## Job Type

Permanent

## Education Level

College

## Email

sales@lingjoy.info

## **Education**

- College/CEGEP

## **Experience**

1 year to less than 2 years