



# Bookkeeper

## Description

A bookkeeper plays a crucial role in maintaining the financial health and integrity of a company by accurately recording and tracking financial transactions, ensuring compliance with financial regulations, and providing financial insights and analysis to support decision-making. Strong attention to detail, organizational skills, and proficiency in account

## Duties

## Responsibilities

### 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

## Closing Date

May 25, 2024

## Categories

Business, Finance  
and Administration

## Employer

508 Sherbrook Lodge  
Inc.

## Location

Downtown

## Address

508 Sherbrook Street  
Winnipeg, R3B 2W8

## Job Type

Permanent

## Education Level

College

English

## **Education**

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

## **Experience**

1 year to less than 2 years