



Accounting Bookkeeper

Description

- Calculate fixed assets and depreciation,
- Post journal entries,
- Maintain general ledgers and financial statements,
- Prepare tax returns,
- Calculate and prepare cheques for payroll,
- Prepare other statistical, financial and accounting reports,
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems,
- Reconcile Accounts,
- Prepare trial balance of books,
- Receivable and Payable Accounting.

Qualification

- Completion of bachelor's degree
- MS Access, MS Excel, MS Outlook, MS PowerPoint, MS Word, Quick Books, Accounting software, Database software, MS Windows, Electronic scheduler

Closing Date

October 11, 2024

Categories

Business, Finance and Administration

Employer

10138741 Manitoba Inc. O/A Tax & Accounting by Rummy

Location

Downtown

Address

888 Sargent Ave
Winnipeg, R3E 0C7

Job Type

Full-time

Education Level

Bachelor

Wage

\$25.00 - \$25.00

Email

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