



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.

Start Date: As soon as possible

Qualification

1. MS Access, MS Excel, MS Outlook, MS PowerPoint, MS Word, Quick Books, Accounting software, Database software, MS Windows, Electronic scheduler
2. Must have at least two years of most recent, verifiable work experience

Closing Date

October 18, 2024

Categories

Business, Finance and Administration

Employer

7482656 Manitoba Ltd
O/A King of India

Location

Inkster

Address

1770 King Edward St
Winnipeg, R2R 0M5

Job Type

Full-time

Education Level

Bachelor

Wage

\$25.00 - \$25.00

Email

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