



# Accounting Technician

## Description

## Responsibilities

## Tasks

- Calculate and prepare cheques for payroll
- 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 trial balance of books
- Reconcile accounts

## Experience and specialization

## Computer and technology knowledge

- MS Excel
- MS Word
- Quick Books
- MS Office

## Additional information

## Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Repetitive tasks
- Tight deadlines
- Work under pressure

## Closing Date

July 23, 2024

## Categories

Business, Finance and Administration

## Employer

Sharma Law Office

## Location

Assiniboine South

## Address

980 MCPHILLIPS STREET  
Winnipeg, R2X 2K2

## Job Type

Full-time

## Education Level

College

## Email

hrsharmalaw@gmail.com

## **Personal suitability**

- Accurate
- Organized
- Reliability
- Time management

## **Qualification**

### **Languages**

English

### **Education**

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

### **Experience**

1 year to less than 2 years