



Bookkeeper

Description

1. 1 vacancy
2. 25.00 hourly/40 hours per Week
3. Permanent employment
4. Full time
5. Evening, Morning, Weekend
6. Languages: English
7. Education: Secondary (high) school graduation certificate
8. Experience: 2 years to less than 3 years
9. Responsibilities
10. 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
 - Experience and specialization
 - Computer and technology knowledge
 - Tally ERP
 - MS Excel

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

D&J Glassess Truck&trailer service Ltd.

Location

Inkster

Address

Uni I - 165 Eagle Drive
Winnipeg, R2R 1V4

Job Type

Full-time

Education Level

High School

Email

workwithdandjglass@gmail.com

- MS PowerPoint
- MS Word
- Quick Books
- MS Office
- Spreadsheet
- Sage Accounting Software
- Area of specialization
- Accounting

11. Additional information

12. Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Work under pressure
- Personal suitability
- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Team player
- Time management
- Adaptability

13. Benefits

14. Other benefits

15. Free parking available

Duties

- Calculate and prepare cheques for payroll
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- Prepare other statistical, financial and accounting reports
- Prepare tax returns
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Qualification

Computer and technology knowledge

Tally ERP

MS Excel

MS PowerPoint

MS Word

Quick Books

MS Office

Spreadsheet

Sage Accounting Software