



# Bookkeeper

## Description

1. 1 vacancy
2. 25.00 \$ hourly/40 hours per Week
3. Permanent employment
4. Full time
5. Evening, Flexible Hours, Morning, On Call
6. Overview
7. Languages: English
8. Education: Secondary (high) school graduation certificate
9. Experience: 2 years to less than 3 years
10. Responsibilities
11. 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
  - Electronic scheduler
  - MS Outlook

## Closing Date

December 31, 2024

## Categories

Business, Finance and Administration

## Employer

SNIS EXPRESS LOGISTICS LTD.

## Location

Assiniboine South

## Address

Unit 5 - 995 McPhillips Street  
Winnipeg, R2X 2K3

## Job Type

Part-time

## Education Level

High School

## Email

imandhillon1997@gmail.com

- MS Windows
- Oracle
- Quick Books
- MS Office
- Spreadsheet

12. Additional information

13. Work conditions and physical capabilities

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

14. Personal suitability

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Team player
- Time management
- Adaptability

15. Benefits

16. Financial benefits

17. Night shift premium

18. Other benefits

19. Free parking available

## **Duties**

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- Calculate fixed assets and depreciation
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
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## **Qualification**

- Experience and specialization
- Computer and technology knowledge

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1. Additional information
2. Work conditions and physical capabilities
3. Ability to work independently