



Bookkeeper

Description

1. 2 vacancies
2. Overview
3. Languages: English
4. Education: Secondary (high) school graduation certificate
5. Experience: 1 year to less than 2 years
6. Work setting: On-site customer service
7. Responsibilities
8. 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
9. Experience and specialization
10. Computer and technology knowledge
 - MS Excel
 - MS PowerPoint
 - MS Word
 - Quick Books
 - Tax Prep
 - Spreadsheet
11. Additional information
12. Work conditions and physical capabilities

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

Gurprahb Tax and Accounting Services

Location

Seven Oaks

Address

39 Mike Ruta Ct Winnipeg, R2P 1L7

Job Type

Full-time

Education Level

High School

Email

jobwinnipeg09@gmail.com

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Overtime required
- Repetitive tasks
- Tight deadlines
- Work under pressure
- Own tools/equipment
- Computer
- Office equipment and supplies
- Printer

13. Personal suitability

- Accurate
- Client focus
- Excellent oral communication
- Excellent written communication
- Flexibility
- Time management

14. Benefits

15. Other benefits

16. Free parking available

17. Parking available

Qualification

- Computer and technology knowledge
- MS Excel
- MS PowerPoint
- MS Word
- Quick Books
- Tax Prep
- Spreadsheet