



Bookkeeper - NOC:12200

Description

1. We are looking for a detail-oriented and experienced Bookkeeper to join our team. The ideal candidate will be responsible for managing our financial records, ensuring accuracy, and maintaining the financial health of our business.
2. **Benefits:**
 - Competitive Salary
 - Opportunities for professional development and growth within the company
 - Supportive and collaborative work environment.
 - Employee discounts on meals.
1. **Pay:** 18.00 CAD per hour
2. **Vacancies:** 01
3. **Address:** 653 Corydon Avenue Winnipeg, MB R3M 0W3
4. **How to Apply:** If you are passionate about the restaurant industry and have the skills and experience, we are looking for, we would love to hear from you! Please submit your resume and a cover letter detailing your relevant experience and why you would be a great fit for this role to careercalzone@gmail.com.
5. Join the Mr. Calzone team and be a part of our exciting journey to deliver delicious food and outstanding service to our valued customers.

Duties

Closing Date

July 1, 2025

Categories

Business, Finance and Administration

Employer

Hashemee Group Corporation

Location

Downtown

Address

653 Corydon Avenue
Winnipeg, R3M 0W3

Job Type

Full-time

Education Level

High School

Email

careercalzone@gmail.com

Responsibilities:

- Maintain and manage financial records by establishing, balancing, and overseeing various accounts using both manual and computerized bookkeeping systems.
- Record journal entries, reconcile accounts, prepare trial balances, maintain general ledgers, and generate financial statements.
- Calculate and issue cheques for payrolls, utility bills, taxes, and other expenses.
- Complete and file tax remittance forms, workers' compensation forms, pension contribution forms, and other government-required documents.
- Prepare tax returns and provide additional personal bookkeeping services.
- Generate various statistical, financial, and accounting reports.

Qualification

Requirements:

- Proficiency in accounting software and MS Office Suite.
- Strong understanding of accounting principles and practices.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving skills.
- Ability to manage multiple tasks and meet deadlines.
- Excellent communication and interpersonal skills.
- High level of integrity and ability to handle confidential information.
- High school diploma or equivalent.
- Additional qualifications in accounting or finance are a plus.