



Bookkeeper

Description

1. 314 Main St, Stonewall, MB, R0C 2Z0
2. Workplace information: On site
3. Salary: 27.00 hourly / 40 hours per Week
4. Terms of employment: Permanent employment, Full time
5. Start date: Starts as soon as possible
6. vacancies: 1
7. Overview
8. Languages: English
9. Education: Secondary (high) school graduation certificate
10. Experience: 1 year to less than 2 years
11. On site: Work must be completed at the physical location. There is no option to work remotely.
12. Responsibilities/ 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
13. Experience and specialization

Closing Date

September 30, 2024

Categories

Services

Employer

H.A. Verani Ltd

Location

Rural

Address

314 Main St Stonewall, R0C 2Z0

Job Type

Full-time

Education Level

High School

Email

alrahimverani489@gmail.com

- Computer and technology knowledge: MS Excel/ Quick Books
14. Additional information
 15. Personal suitability
 - Organized
 - Reliability
 - Team player
 16. Who can apply to this job?
 17. The employer accepts applications from:
 18. Canadian citizens and permanent or temporary residents of Canada.
 19. Other candidates with or without a valid Canadian work permit.
 20. How to apply
 21. By email: alrahimverani489@gmail.com