



Bookkeeper

Description

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.

Duties

- 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
- Prepare other statistical, financial and accounting reports
- Prepare tax returns

Qualification

Overview

Languages

English

Education

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

Moxie's

Location

Assiniboine South

Address

1485 Portage Ave
Winnipeg, R3G 0W4

Job Type

Full-time

Education Level

High School

Wage

\$16.50 - \$24.00

Experience
2 years to less than 3 years

Email

Apradinuk@moxies.eatz.ca