



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

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

Additional information
Personal suitability

- Client focus
- Flexibility
- Organized
- Reliability
- Team player

Qualification

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

Great White Shark Enterprises LP

Location

Assiniboine South

Address

233 Hargrave street
Winnipeg, R3C 0P1

Job Type

Full-time

Education Level

College

Wage

\$16.50 - \$24.00

Overview

Languages

English

Education

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

Experience

2 years to less than 3 years

Email

Apradinuk@moxies.eatz.ca