



Bookkeeper

Description

1. Location: 1387 Richard Ave, Winnipeg, MB, R3E 0L1
2. Workplace information: On site
3. Salary: 27.00 hourly / 40 hours per Week
4. Terms of employment: Permanent employment, Full time, Day
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. Work setting: Urban area
13. Responsibilities/Tasks
14. Calculate and prepare cheques for payroll
15. Calculate fixed assets and depreciation
16. Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
17. Maintain general ledgers and financial statements
18. Post journal entries
19. Prepare other statistical, financial and accounting reports
20. Prepare tax returns
21. Prepare trial balance of books
22. Reconcile accounts
23. Experience and specialization

Closing Date

November 21, 2024

Categories

Business, Finance and Administration

Employer

10141099 Manitoba Ltd

Location

Assiniboine South

Address

1387 Richard Ave Winnipeg, R3E 0L1

Job Type

Full-time

Education Level

High School

Email

haider1014zaman@gmail.com

24. Computer and technology knowledge: MS Excel, Quick Books
25. Additional information
26. Personal suitability: Organized, Reliability, Team player
27. Who can apply to this job?
28. The employer accepts applications from:
29. Canadian citizens and permanent or temporary residents of Canada.
30. Other candidates with or without a valid Canadian work permit.
31. How to apply
32. By email: haider1014zaman@gmail.com