



accounting bookkeeper

Description

Overview

Languages

English

Education

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

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Duties

Responsibilities

Tasks

- Calculate and prepare cheques for payroll
- 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 trial balance of books
- Reconcile accounts

Closing Date

April 30, 2025

Categories

Information Technology

Employer

BLUE SHARK SOLUTION
INC

Location

Fort Garry

Address

23 Sunstone Bay
winnipeg, R3Y 1S3

Job Type

Full-time

Education Level

College

Email

hr@bluesharksolution.ca

