



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
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Prepare trial balance of books

Qualification

2 Years Work Experience required
Security and safety

- Criminal record check
- Child Abuse Registry check
- Vulnerable sector check

Closing Date

December 28, 2024

Categories

Business, Finance
and Administration

Employer

Richmond Montessori
School Inc

Location

Assiniboine South

Address

Unit - B 1450 Taylor
Ave Winnipeg,
Manitoba R3N 1Y6
Winnipeg - MB, R3N
1Y6

Job Type

Permanent

Education Level

Bachelor

Wage

\$23.00 - \$25.00