



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
- Reconcile accounts

Qualification

Languages

English

Education

- Bachelor's degree
- Accounting

Experience

2 years to less than 3 years

Closing Date

November 30, 2025

Categories

Business, Finance
and Administration

Employer

Wright 1 Care Inc.

Location

Assiniboine South

Address

106-1100 Fife St
Winnipeg, MB R2X
3A5 Winnipeg - MB,
R2X 3A5

Job Type

Full-time

Education Level

Bachelor

Wage

\$23.00 - \$25.00