



# Bookkeeper

## Description

10079515 Manitoba Ltd. o/a Kiwi Fresh is one of the most popular Asian grocery stores that provide customers with a variety of meat and veggie selection, fresh fruits, snacks, and packaged food. We are looking for a motivated Bookkeeper to join and help lead our growing team. This role involves handling routine bookkeeping tasks related to recording, reviewing, and processing financial records and documents. An ideal candidate should have a solid understanding of accounting principles, be detail-oriented, and have excellent computer skills.

Ready to materialize your passion for marketing into a connected purpose?

### Job Type:

- Full Time
- Permanent

### Compensation and Work Schedule:

- \$24 to \$28/hour
- 30 hours/week
- Overtime rate: \$36 to \$42/hour if working over 8 hours/day or 40 hours/week

### Work Location:

- Unit A, 230 Dalhousie Drive, Winnipeg, MB R3T 2Z1

### Language:

## Closing Date

February 25, 2025

## Categories

Business, Finance and Administration

## Employer

10079515 Manitoba Ltd.  
o/a Kiwi Fresh

## Location

Fort Garry

## Address

Unit A, 230 Dalhousie Drive, Winnipeg, MB R3T 2Z1

## Job Type

Permanent

## Education Level

College

## Wage

- English

\$24.00 - \$28.00

## Email

gaozhijia1985@gmail.com

## Duties

### Duties & Responsibilities:

1. Oversee all financial functions, including bookkeeping, budget management, etc.;
2. Ensure transactions are recorded timely and accurately;
3. Review financials during month-end to check for misclassifications or omissions before closing the books;
4. Perform reconciliations, including but not limited to bank statements, capital assets, and prepaid expenses;
5. Prepare bank deposits, assist in month-end closing, and prepare financial reports;
6. Examine and verify all the daily transaction records;
7. Supervise the payments for invoices, payroll, deductions, bills, etc. and ensure the accuracy of financial transactions;
8. Prepare and submit annual tax returns to the responsible authorities and follow up promptly whenever necessary;
9. Calculate and issue payroll under the manager's review and remit deductions;
10. Keep track of all purchase receipts and compare them to the budget;
11. Conduct day-to-day banking and cash management;
12. Perform other bookkeeping and accounting responsibilities as required.

## Qualification

### Qualifications & Skills

1. Completion of a three-year college diploma in accounting/bookkeeping/management is required; a bachelor's degree in these fields is an asset;
2. A minimum of three (3) years of experience in full-cycle bookkeeping or accounting is required;
3. Proven abilities and experiences in managing multiple projects, meeting deadlines and prioritizing;

4. Organized and detailed oriented;
5. Ability and desire to work independently and as a team member with other employees;
6. Working knowledge of Microsoft Office