



Bookkeepers and accounting clerks supervisor

Description

Job details

- Location 959 Notre Dame Winnipeg, MBR3E 0M8
- Workplace information On site
- Salary 35.00 hourly / 40 hours per Week
- Terms of employment Permanent employment Full time
- Day
- Starts as soon as possible
- vacancies 1 vacancy

Overview

Languages

English

Education

- College/CEGEP
- or equivalent experience

Experience

3 years to less than 5 years

On site

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

Responsibilities

Tasks

- Train workers in duties and policies
- Prepare and submit reports

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

204 Printing and Embroidery Services

Location

Central

Address

959 Notre Dame
Winnipeg, R3E 0M8

Job Type

Full-time

Education Level

College

Wage

\$35.00 - \$35.00

- Ensure accuracy of financial transactions
- Requisition or order materials, equipment and supplies

Supervision

- 1 to 2 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- Spreadsheet
- Accounting software

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail