



Bookkeeper

Description

Job Title: Bookkeeper

Company: Clean Line

Location: West St Paul, Manitoba, Canada

Job Type: Full-time, Permanent

Wage: \$27-32 per hour, 30-40 hours per week

Vacancy: 1

Clean Line has been a trusted provider of plumbing, heating, and electrical services in the Winnipeg area for over 35 years. Our team of certified, insured, and experienced professionals is committed to excellence in every project. We are currently seeking a dedicated Bookkeeper to join our team and ensure the accuracy of our financial records and reporting.

Duties

Responsibilities:

- Maintain and manage accurate financial records, including accounts payable and receivable.
- Prepare and process payroll, ensuring compliance with tax regulations.
- Reconcile bank statements and monitor financial transactions.
- Generate financial reports and summaries for management review.
- Assist with budget preparation and financial forecasting.

Closing Date

February 16, 2025

Categories

Business, Finance
and Administration

Employer

Clean Line Sewer and
Drain

Location

Assiniboine South

Address

907 Kapelus Dr West
Saint Paul, R4A 5A4

Job Type

Permanent

Education Level

College

Wage

\$27.00 - \$32.00

- Ensure compliance with accounting principles and company policies.
- Coordinate with external auditors during audits and reviews.
- Handle other bookkeeping and administrative tasks as required.

Qualification

Qualifications:

- Minimum 2 years of bookkeeping experience, preferably in a similar industry.
- Post-secondary graduation is required.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite.
- Strong understanding of Canadian tax regulations and payroll requirements.
- Excellent attention to detail and organizational skills.
 - Ability to manage multiple tasks and meet deadlines.
- Strong communication skills and a proactive approach to problem-solving.

Email

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