



## Accounting Clerk (NOC: 14200)

### Description

We are looking for a detail-oriented and organized Accounting Clerk to join our team. The ideal candidate will handle various accounting tasks, ensuring the smooth processing of financial transactions and accurate record-keeping for the company. You will play an important role in supporting the accounting team and helping us maintain financial integrity as we continue to expand.

### Responsibilities:

- Classify, summarize, record, and verify financial transactions such as accounts payable and receivable, payroll, invoices, purchase orders, and bank statements.
- Prepare and issue documents related to accounts such as bills, invoices, account statements, and financial reports.
- Reconcile financial transactions, including verifying discrepancies between accounts and resolving any issues promptly.
- Assist with inventory reports and calculate the cost of materials, overhead, and other expenses based on estimates, quotations, and price lists.
- Compile and assist in the preparation of budget data based on estimated

### Closing Date

January 10, 2026

### Categories

Business, Finance and Administration

### Employer

Hi Design Homez

### Location

Inkster

### Address

1081 Keewatin St Winnipeg,  
R2X 2Z3

### Job Type

Full-time

### Education Level

High School

### Email

hidesignhomez639@gmail.com

revenues, expenses, and previous budgets.

- Perform related clerical duties such as word processing, maintaining filing and record systems, and other administrative tasks as required.
- Prepare periodical or cost statements and reports for management review.

## **Qualification**

- Previous experience in accounting or bookkeeping is an asset, but not required.
- Excellent attention to detail, accuracy, and organizational skills.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Strong communication skills and the ability to work well with a team.

**Languages:** English

Competitive hourly wage with opportunities for advancement.

**Benefits:** Free Parking

**Pay:** 22.00 CAD/hour

**Job Type:** Full time and Permanent

**Address:** 1081 Keewatin St, Winnipeg, MB R2X 2Z3

**Vacancies: 01**