



Bookkeeper/Accounting Assitant

Description

- Record financial transactions in the accounting software.
- Prepare and file tax returns for individuals, sole proprietors, and corporations.
- Maintain thorough financial records, including bank statements, tax returns, invoices, receipts, and payment logs. Ensure the accuracy of financial books and ledgers by identifying and correcting discrepancies.
- Manage invoices, payments, and other transactions, including issuing or receiving payments and updating records accordingly.
- Create financial reports and assist in preparing formal financial documents such as balance sheets, cash flow statements, and income statements.
- Communicate with customers and third-party service providers, addressing customer inquiries as needed.

Qualification

- Accounting graduate or international student with an accounting background
- Eager to learn and gain experience as a volunteer
- Familiarity with QuickBooks Accounting Software and Profile Tax Software is an advantage

Closing Date

March 8, 2025

Categories

Business, Finance and Administration

Employer

Milestone Bookkeeping and Tax Services Inc.

Location

River Heights

Address

871 Notre Dame Avenue
Winnipeg, Manitoba, R3E 0M4

Job Type

Part-time

Education Level

College

Email

abeba.milestone@mail.com

Phone

(204) 772-8786