



Bookkeeper

Description

McWilliam Auto is a local, reputable automotive repair shop in Winnipeg. We are looking for a detail-oriented and reliable bookkeeper to join our team and support our business operations by managing financial records with precision and efficiency.

Job Title: Bookkeeper

NOC: 12200

Vacancies: 1

Salary: \$23.25 per hour

Location: McWilliam Auto, 155 McPhillips Street, Winnipeg, Manitoba

Language: English

Terms of Employment: Full-time; permanent position

Hours: 30-40 hours per week

Education: Secondary (high) school graduation certificate

Experience: 2 years of work experience preferred

Starting Date: As soon as possible

Shifts:

Monday to Friday

Workplace condition:

- Office-based: sitting for an extended period
- Managing multiple tasks and deadlines in a fast-paced environment

Duties

Duties and Responsibilities:

Closing Date

December 31, 2025

Categories

Business, Finance and Administration

Employer

McWilliam Auto

Location

Inkster

Address

155 McPhillips Street,
Winnipeg, Manitoba
Winnipeg, R3E 2J8

Job Type

Full-time

Education Level

High School

Wage

\$23.25 - \$25.50

- Maintain and update financial records, including general ledgers and balance sheets.
- Process accounts payable and receivable accurately and in a timely manner.
- Prepare payroll and ensure compliance with applicable laws and regulations.
- Reconcile bank statements and monitor cash flow.
- Assist in preparing financial reports and documentation for tax purposes.
- Use accounting software to manage company finances and generate reports.
- Collaborate with management to develop budgets and provide financial insights.
- Ensure compliance with financial policies and procedures.

Qualification

Skills:

- Computers and accounting software
- Microsoft Office (e.g., Excel, Word)
- Printers, scanners, and other office equipment
- Financial and payroll management tools
- Communication tools (e.g., email, phone systems)

Personal Suitability:

- Reliable and trustworthy
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Proficient in accounting software and financial tools
- Ability to work independently and as part of a team

Additional Information:

- On-site parking is available.

Email

recruitment-
88auto@outlook.com