



BOOKKEEPER

Description

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.

Duties

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

Qualification

Closing Date

April 1, 2026

Categories

Business, Finance and Administration

Employer

Advance Signs & Awnings

Location

Downtown

Address

470 Logan Ave Winnipeg,
R3A0R8

Job Type

Full-time

Education Level

College

Wage

\$18.00 - \$25.00

Overview

Languages

English

Education

- College/CEGEP

Experience

2 years to less than 3 years

Email

advancesignswpg@outlook.com