



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

Languages

English

Education

College, CEGEP or other non-university certi

Closing Date

April 28, 2026

Categories

Business, Finance
and Administration

Employer

sarte heating
&cooling Ltd.

Location

Assiniboine South

Address

857 Notre Dame Ave
Winnipeg, R3E 0M4

Job Type

Full-time

Education Level

College

Wage

\$23.00 - \$26.00

cate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years