



Bookkeeper

Description

We are currently seeking experienced and detail-oriented **Bookkeepers** to join our team in Winnipeg, MB. As a key part of our finance department, you will be responsible for maintaining accurate financial records and ensuring the integrity of our accounting data.

Duties

- Prepare and issue payroll cheques
- Calculate fixed assets and depreciation
- Maintain and balance various accounts using both manual and computerized bookkeeping systems
- Record journal entries and post transactions
- Reconcile accounts and ensure accuracy of financial information
- Maintain general ledgers and prepare financial statements
- Prepare trial balances and tax returns
- Generate statistical, financial, and accounting reports as required

Qualification

Education:

Closing Date

August 31, 2026

Categories

Business, Finance
and Administration

Employer

Santa Lucia
Pizza(Winnipeg) LTD

Location

St. Boniface

Address

4 St. Mary's Road
Winnipeg, R2H 1H1

Job Type

Full-time

Education Level

College

Wage

\$24.00 - \$30.00

- College diploma or equivalent post-secondary education in accounting, finance, or a related field

Experience:

- 2 years to less than 3 years of relevant bookkeeping or accounting experience

Skills:

- Strong understanding of accounting principles and financial reporting
- Proficiency in bookkeeping software and tools (manual and computerized systems)
- Excellent organizational and time-management skills
- High attention to detail and accuracy
- Ability to work independently and meet deadlines
- Strong English communication skills (spoken and written)