



# Accounting Bookkeeper

## Description

Post journal entries, Maintaining the books of accounts, preparation of financial statements, prepare tax returns, Calculate and prepare cheques for payroll, prepare other statistical, financial and accounting reports, keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Reconcile Accounts, prepare trial balance of books, Receivable and Payable Accounting, maintaining of fixed asset register.

## Qualification

Completion of Bachelor's Degree

Experience of related field will be given preference.

## Closing Date

May 15, 2026

## Categories

Business, Finance and Administration

## Employer

AAR KAY Tax Consultants Ltd.

## Location

Inkster

## Address

104-1770 King Edward St Winnipeg, R2R 0M5

## Job Type

Full-time

## Education Level

Bachelor

## Wage

\$31.00 - \$31.00

**Email**

aarkaytax@gmail.com

**Phone**

(431) 276-7278