



Bookkeeper/Assistant Accountant (Volunteer)

Description

- Support the organization's financial operations by maintaining accurate and organized financial records.
- Assist with bookkeeping tasks, tax preparation, and financial reporting.
- Contribute to the preparation of key financial documents used for internal and external purposes.
- Provide administrative and accounting support to ensure smooth financial workflows.
- Communicate with clients, customers, and third-party service providers as needed.
- Gain hands-on experience in bookkeeping, taxation, and accounting practices in a volunteer capacity.

Duties

- Record daily financial transactions using accounting software.
- Prepare and file tax returns for individuals, sole proprietors, and corporations.
- Maintain complete financial documentation, including bank statements, invoices, receipts, tax returns, and payment logs.
- Review financial records to identify discrepancies and assist in correcting errors.
- Manage accounts payable and receivable, including issuing and receiving payments.
- Update financial records promptly and accurately after each transaction.

Closing Date

March 31, 2026

Categories

Business, Finance and Administration

Employer

MILESTONE BOOKKEEPING & TAX SERVICES INC.

Location

Downtown

Address

871 Notre Dame Avenue
Winnipeg, MB R3E 0M4

Job Type

Part-time

Education Level

College

Email

abeba.milestone@mail.com

- Assist in preparing financial statements such as balance sheets, income statements, and cash flow statements.
- Generate financial reports for internal review or external use.
- Respond to customer inquiries and coordinate with third-party service providers when necessary.

Qualification

- Academic background in accounting (recent graduate, current student, or international student).
- Strong interest in gaining practical, hands-on experience in bookkeeping and accounting.
- Basic understanding of accounting principles and financial record-keeping.
- Familiarity with QuickBooks and Profile Tax Software is considered an asset.
- High level of accuracy and attention to detail in data entry and documentation.
- Strong organizational skills and the ability to manage multiple financial records efficiently.
- Good communication skills for interacting with clients and third-party service providers.
- Ability to work independently, follow instructions, and maintain confidentiality.
- Reliable, motivated, and willing to learn in a volunteer environment.