



## 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 records, 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

**Start Date:** As soon as possible

**Salary:** \$26.00/hr

**Education Requirements:** Completion of Bachelor's Degree

**Essential Skills:** MS Access, MS Excel, MS Outlook, MS PowerPoint, MS Word, Quick Books, Accounting software, Database software, MS Windows, Electronic scheduler

**Experience:** 2 Years of Experience in related field will be given preference.

### Closing Date

September 25, 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

\$26.00 - \$26.00

**Email**

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