

Bookkeeper

Posted By: Winnipeg

Location: Winnipeg

Salary: \$24 Per Hour

JOB ID : RJ3493378

Posting Date : 24-Mar-2025

Expiry date : 20-Sep-2025

Education : Secondary(High) School

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Bookkeeper

Posted on March 24, 2025 by WINNIPEG FLATBEDS LTD

Job details

Location: Winnipeg, MB

R3C 2E6

Workplace information: On site

Salary

24.00 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Calculate and prepare cheques for payroll

Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Prepare other statistical, financial and accounting reports

Prepare trial balance of books

Reconcile accounts

Experience and specialization

Computer and technology knowledge

MS Excel

MS Outlook

MS PowerPoint

MS Word

Simply Accounting

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Repetitive tasks

Tight deadlines

Personal suitability

Accurate

Client focus

Efficient interpersonal skills

Judgement

Organized

Reliability

Time management

Who can apply for this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

How to apply

By email

flatbeds@yahoo.com

Posted on refugeejobportal.com