

Bookkeeper (NOC 12200)

Posted By: Hingsing Trading Inc.

Location: Lewisporte

Salary: \$27.5 Per Hour

JOB ID : RJ3541316

Posting Date : 04-Sep-2025

Expiry date : 03-Mar-2026

Education : College

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Hingsing Trading Inc. is hiring a Bookkeeper (NOC 12200).

About Us:

Join the dynamic team at Hingsing Trading Inc., a leading company specializing in shipping goods. We are currently seeking a detail-oriented Bookkeeper (NOC 12200) to play a pivotal role in our financial operations.

As a Bookkeeper (NOC 12200),

You will:

- Accurately document all financial activities using both traditional and digital bookkeeping systems.
- Establish, update, and reconcile accounts regularly to ensure precise financial records.
- Input journal entries and perform routine account reconciliations.
- Prepare trial balances, update ledgers, and generate comprehensive financial statements.
- Process payroll and manage payments for utilities, taxes, and other obligations.
- Prepare tax remittances, employees' compensation and other necessary forms.
- File tax returns, offering additional bookkeeping services as required.
- Compile and present reports to guide decision-making processes.

What We're Looking For:

- Completion of secondary education is required.
- A college diploma or equivalent program in accounting, bookkeeping, finance, or a related field is required.

- 2+ years of experience in a related position
- Attention to detail
- Strong organizational skills
- Strong time management skills

Work Location: Lewisporte, NL

Salary: \$27.5/hour

Job Type: Full-time, Permanent

Please submit your resume and cover letter to hingsingtrading@outlook.com. While we appreciate all applications, only candidates selected for an interview will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: hingsingtrading@outlook.com

Posted on refugeejobportal.com