



# Bookkeeper

## Description

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

## Duties

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

## Closing Date

July 7, 2024

## Categories

Business, Finance and Administration

## Employer

7509546 Manitoba Ltd.

## Location

Central

## Address

145 cartesian gate Winnipeg,  
R2P 1W7

## Job Type

Full-time

## Education Level

High School

## Wage

\$25.00 - \$25.00

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- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

## **Qualification**

High School, Experience of 1 to less than 2 years

## **Email**

harjitgill.manitoba@gmail.com