



Bookkeeper

Description

Calculate and prepare cheques for payroll
Calculate fixed assets and depreciation
Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
Maintain general ledgers and financial statements
Post journal entries
Prepare other statistical, financial and accounting reports
Prepare tax returns
Prepare trial balance of books
Reconcile accounts

Duties

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Qualification

Languages
English

Closing Date

March 28, 2024

Categories

Business, Finance and Administration

Employer

JQ Food Supply Ltd
(Sugar Marmalade)

Location

Assiniboine South

Address

90-2589 Pembina
Hwy Winnipeg, R3T
2H5

Job Type

Full-time

Education Level

College

Wage

Education
College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience
Experience
1 year to less than 2 years

Work setting
Urban area

Computer and technology knowledge
MS Excel
MS Outlook
MS Windows
MS Word
Quick Books

Work conditions and physical capabilities
Attention to detail
Repetitive tasks
Tight deadlines
Work under pressure
Personal suitability
Accurate
Efficient interpersonal skills
Organized
Reliability

\$23.00 - \$23.00

Email

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