



Bookkeeper

Description

A Bookkeeper is responsible for recording and maintaining a business' financial transactions, such as purchases, expenses, sales revenue, invoices, and payments. They will record financial data into general ledgers, which are used to produce the balance sheet and income statement.

Duties

- 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

Closing Date

December 31, 2026

Categories

Business, Finance
and Administration

Employer

508 Sherbrook Lodge
Inc.

Location

Assiniboine South

Address

508 sherbrook st.
Winnipeg - MB,
R3B2W8

Job Type

Full-time

Education Level

College

Wage

\$24.00 - \$24.00