



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.

Duties

- 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.

Physical demands

Qualification

- Completion of secondary school is required.

Closing Date

December 31, 2026

Categories

Business, Finance and Administration

Employer

CC NEEPAWA LTD.

Location

Rural

Address

51 Main Street E.
Neepawa, R0J 1H0

Job Type

Full-time

Education Level

College

Wage

\$17.00 - \$25.00

- Completion of a college program in accounting, bookkeeping or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.