



## Bookkeeper (NOC 12200)

### Description

- Company Name: Lee's Buffet
- Position: Bookkeeper (NOC 12200)
- Type of employment: Full-time, Permanent
- Hours of work: 30 hours per week
- Hourly salary: \$28-\$30 per hour
- Work location: 201-18 Street North, Brandon, MB R7A 2V8
- Benefits: Two weeks paid vacation per year, plus free on-site parking.
- About us: Lee's Buffet is the largest buffet restaurant in Brandon, offering a wide variety of dishes that include classic Asian cuisine, sushi, and selected Western items. With something for everyone, we take pride in delivering quality food and service. We are currently seeking a dedicated and detail-oriented Bookkeeper to support our financial operations and help ensure the smooth day-to-day management of our business.

### Duties

- Maintain and update financial records, including sales summaries, expense reports, vendor invoices, payroll entries, and other bookkeeping documents.
- Prepare, balance, and reconcile accounts such as general ledger,

### Closing Date

April 10, 2026

### Categories

Business, Finance and Administration

### Employer

Lee's Buffet

### Location

Assiniboine South

### Address

201-18 Street North Brandon, R7A 2V8

### Job Type

Full-time

### Education Level

College

### Wage

\$28.00 - \$30.00

accounts payable/receivable, and bank statements.

- Process payroll using established systems, ensuring accurate calculation of hours, deductions, and proper record-keeping.
- Track inventory purchases, verify invoices against delivery slips, and ensure timely processing of payments.
- Prepare regular internal financial reports, including monthly income and expense statements, cash flow updates, and basic cost tracking.
- Assist with budgeting by compiling historical data and identifying trends in food, labour, and operating costs.
- Support year-end financial preparation by coordinating with external accountants and ensuring all accounts are properly reconciled.
- Prepare business-related tax documents and assist with tax filings in accordance with applicable regulations and deadlines.
- Maintain well-organized and up-to-date filing systems for all financial and accounting records, both digital and physical.

## **Qualification**

- A college diploma in accounting, bookkeeping or a related field is required.
- A minimum of three (3) years of relevant bookkeeping experience is required.
- Strong knowledge of bookkeeping principles, financial record-keeping, and basic accounting procedures.
- Proficiency in accounting software and Microsoft Office applications.
- Excellent attention to detail, accuracy, and ability to maintain confidentiality.
- Strong organizational, communication, and problem-solving skills.

## **Email**

leesbuffetrestaurant@gmail.com