



Bookkeeper (NOC 12200)

Description

Title: Bookkeeper (NOC 12200)

Company: Asian Hot Pot

Business Address: 740 Corydon Ave., Winnipeg, MB R3M 0W6

Work Location: 740 Corydon Ave., Winnipeg, MB R3M 0W6

Salary: \$25-27 hourly, 30 hours per week

Terms of employment: Full-time, permanent

Benefits: 10 days of paid vacation

About us:

Asian Hot Pot offers clients the best hot pot and wonton soups. To enable total customization, we provide a huge number of items to select from the menu, various broth options, and plentiful ingredients. Our restaurant is committed to providing fresh, high-quality food and prompt, attentive service to create an enjoyable dining experience for every guest.

Duties

Job duties:

Closing Date

July 9, 2026

Categories

Business, Finance and Administration

Employer

Asian Hot Pot

Location

Fort Garry

Address

740 Corydon Ave.
Winnipeg, R3M 0W6

Job Type

Full-time

Education Level

College

Wage

\$25.00 - \$27.00

- Establish and maintain accurate financial records and update bookkeeping information using accounting systems and software.
- Update and maintain accounting ledgers, record daily financial entries, and generate preliminary balance checks prior to financial reporting.
- Review and reconcile sales records, including POS transactions, cash receipts, bank deposits, credit/debit card settlements, and third-party delivery app payouts.
- Calculate, prepare, and process payroll for restaurant staff and maintain related payroll records.
- Prepare and file tax remittances and other required government filings in a timely and accurate manner.
- Manage accounts payable by verifying and processing invoices from food suppliers, vendors, and service providers.
- Maintain accounts receivable records and monitor outstanding balances as
- Prepare financial statements, expense summaries, and other financial reports to support restaurant operations and cost control.
- Organize and maintain financial documents, invoices, receipts, statements, and supporting records for auditing and internal review purposes.
- Assist management with budget tracking, inventory cost monitoring, and the preparation of financial information as required.

Qualification

Requirements and qualifications:

- A college diploma in accounting, bookkeeping, or a related field is required.
- Minimum 3 years of bookkeeping, accounting, or related financial experience is required.
- Proficiency with accounting software and Microsoft Office Suite applications.
- Strong attention to detail and high level of accuracy in financial record-keeping.

Email

asianhotpothr@outlook.com

- Excellent organizational and time-management skills with the ability to meet deadlines.
- Ability to work independently and communicate effectively with management and staff regarding financial matters.