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accounting bookkeeper

Posted by: BLUE SHARK SOLUTION INC

Posting date: 06-Nov-2024 **Closing date:** 05-May-2025

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

Language: English

Job location: Winnipeg

Salary: \$30.20 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: YJ4842964

Job description:

Overview

Languages

English

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

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Calculate and prepare cheques for payroll

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 trial balance of books

Reconcile accounts

Experience and specialization

Area of specialization

Accounting

Additional information

Personal suitability

Accurate

Organized

Benefits

Long term benefits

Maternity and parental benefits

Other benefits

Free parking available

Paid time off (volunteering or personal days)

Team building opportunities

Parking available

How to apply

By email

hr@bluesharksolution.ca

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- Proof of the requested certifications