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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:** CAJ4636114

## 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](mailto:hr@bluesharksolution.ca)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- Proof of the requested certifications