



## Bookkeeper (NOC 12200)

**Posted by:** Hingsing Trading Inc.

**Posting date:** 04-Sep-2025      **Closing date:** 03-Mar-2026

**Education:** College

**Language:** English

**Job location:** Lewisporte

**Salary:** \$27.5 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1540000

### Job description:

Hingsing Trading Inc. is hiring a Bookkeeper (NOC 12200).

#### About Us:

Join the dynamic team at Hingsing Trading Inc., a leading company specializing in shipping goods. We are currently seeking a detail-oriented Bookkeeper (NOC 12200) to play a pivotal role in our financial operations.

As a Bookkeeper (NOC 12200),

You will:

- Accurately document all financial activities using both traditional and digital bookkeeping systems.
- Establish, update, and reconcile accounts regularly to ensure precise financial records.
- Input journal entries and perform routine account reconciliations.

- Prepare trial balances, update ledgers, and generate comprehensive financial statements.
- Process payroll and manage payments for utilities, taxes, and other obligations.
- Prepare tax remittances, employees' compensation and other necessary forms.
- File tax returns, offering additional bookkeeping services as required.
- Compile and present reports to guide decision-making processes.

**What We're Looking For:**

- Completion of secondary education is required.
- A college diploma or equivalent program in accounting, bookkeeping, finance, or a related field is required.
- 2+ years of experience in a related position
- Attention to detail
- Strong organizational skills
- Strong time management skills

Work Location: Lewisporte, NL

Salary: \$27.5/hour

Job Type: Full-time, Permanent

Please submit your resume and cover letter to [hingsingtrading@outlook.com](mailto:hingsingtrading@outlook.com). While we appreciate all applications, only candidates selected for an interview will be contacted.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hingsingtrading@outlook.com](mailto:hingsingtrading@outlook.com)**

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