



Accounting Technician

Posted by: Maple Kitchen Cabinets Inc

Posting date: 04-Mar-2026 **Closing date:** 31-Aug-2026

Education: Secondary(High) School

Language: English

Job location: Winnipeg

Salary: \$25.10 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7056713

Job description:

Accounting technician

Posted on February 26, 2026 by **MAPLE KITCHEN CABINETS INC**

Job details

Location: Winnipeg, MB

Work location: On site

Salary: 25.10 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Evening, Morning, Day, Weekend
Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Reconcile accounts

Experience and specialization

Computer and technology knowledge

- Accounting software
- MS Office

Additional information

Work conditions and physical capabilities

- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines

Personal suitability

- Accurate
- Client focus
- Efficient interpersonal skills
- Organized
- Reliability
- Time management

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email

maplekitchencab@gmail.com

Posted on canadianjobportal.com