Bookkeeper

Neelkanth Tech Services Inc

Job ID
39510

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LOCATION	DATE POSTED	EXPIRY DATE
10 Perreault Ave, Winnipeg, MB| Manitoba	27-03-2026	23-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.00	1 year to less than 2 years	Other trades certificate or diploma

Job Details

Location: 10 Perreault Ave, Winnipeg, MB, R3V 1X5
Work location: On site
Salary: 25.00 hourly / 35 to 40 hours per week
Terms of employment: Permanent employment
Full time: Evening, Morning, Night, Day
Starts as soon as possible
Vacancies: 1 vacancy
Languages: English
Education: Other trades certificate or diploma
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.

Job Description

Tasks: Calculate and prepare cheques for payroll, Calculate fixed assets and depreciation, 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 tax returns, Prepare trial balance of books.
Computer and technology knowledge: MS Access, MS Excel, MS Outlook, MS Windows, MS Word
Work conditions and physical capabilities: Attention to detail, Repetitive tasks, Tight deadlines
Personal suitability: Accurate, Dependability, Organized, Reliability, Team player
Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees
Support for youths: Participates in a government or community program or initiative that supports youth employment
Support for Veterans: Participates in a government or community program or initiative that supports Veterans
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people

Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)

Supports for visible minorities Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

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

By email

bharatnts1@gmail.com

By mail

10 Perreault Ave, Winnipeg, MB, R3V 1X5

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