

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	23-09-2026	
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