

Bookkeeper

DBA Hodgson Hotel

Job ID

39684

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39684>

LOCATION	DATE POSTED	EXPIRY DATE	
123 Main St, Hodgson, MB Manitoba	14-04-2026	11-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 123 Main St, Hodgson, MB, R0C 1N0

Work location: On site

Salary: 25.00 hourly / 35 to 40 hours per week

Terms of employment Permanent employment

Full time: Evening, Morning, Day, Weekend

Starts as soon as possible

Vacancies: 2 vacancies

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.

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 trial balance of books.

Personal suitability: Accurate, Excellent written communication, Flexibility, Organized, Reliability, Time management

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

Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By mail

123 Main St, Hodgson, MB, R0C 1N0

In person

123 Main St, Hodgson, MB, R0C 1N0

Between 09:00 AM and 02:30 PM