



Bookkeeper

Posted by **BRIGHT SKY IMMIGRATION SERVICES INC**

Posting Date : 10-Jul-2025

Closing Date : 06-Jan-2026

Location : Winnipeg

Salary : \$23.50 Per Hour

Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5775134

Job Description:

Bookkeeper

Posted on July 08, 2025 by BRIGHT SKY IMMIGRATION SERVICES INC

Job details

Location: Winnipeg, MB

Workplace information: On site

Salary

23.50 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, 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

Prepare other statistical, financial and accounting reports

Prepare trial balance of books

Reconcile accounts

Experience and specialization

Computer and technology knowledge

MS Excel

MS Outlook

MS Word

Area of specialization

Accounting

Additional information

Work conditions and physical capabilities

Attention to detail
Fast-paced environment
Repetitive tasks

Personal suitability
Accurate
Efficient interpersonal skills
Judgement
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

By email

hr.brightskyimmigration@gmail.com

Posted on Disabled job Portal