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BOOKKEEPER

Posted on September 2, 2024

Business Name: RG Roadways Ltd.

Job Expires: 2025-05-05

Salary: 25

Hours Per Week: 32

RG Roadways Ltd., located at Suite 318 - 2390 McPhillips Street, Winnipeg, Manitoba R2V 5A3 urgently requires one Permanent & Full Time Bookkeeper to join operations immediately. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Job Duties:

- Keep financial records and maintain various accounts using manual and computerized bookkeeping systems.
- Maintain general ledgers and prepare financial statements.
- Calculate and prepare cheques for payroll, tax and other bills.
- Complete and submit tax remittance forms and other government documents.
- Prepare tax returns and perform other bookkeeping services.
- Prepare financial and accounting reports.

Wage: \$25/hour for 32 hours/week

Language: English

Minimum Education: Completion of secondary school is required.

Experience: Minimum one year of work experience in similar role is required.

How to apply: rgroadwaysltd@gmail.com

