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# Bookkeeper

**Posted by:** BRIGHT SKY IMMIGRATION SERVICES INC

**Location:** Winnipeg

**Salary:** \$23.50 Per Hour

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## Job Details

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**Job ID**

NCJ4444574

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**Posting Date :** 10-Jul-2025

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**Expiry Date :** 06-Jan-2026

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**Education :** Secondary(High) School

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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](mailto:hr.brightskyimmigration@gmail.com)

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