bookkeeper

FAST FLEET SOLUTIONS LTD.

Job ID
10903

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/10903

LOCATION	DATE POSTED	EXPIRY DATE
1870 KING EDWARD STREET, Winnipeg, MB| Manitoba	28-09-2026	27-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.50	1 year to less than 2 years	No degree, certificate or diploma

Job Details

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

Maintain general ledgers and financial statements

Post journal entries

Prepare other statistical, financial and accounting reports

Prepare trial balance of books

Reconcile accounts

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Repetitive tasks

Tight deadlines

Personal suitability

Accurate

Efficient interpersonal skills

Flexibility

Organized

Reliability

Team player

HOW TO APPLY:

By mail

1870 KING EDWARD STREET

WINNIPEG, MB

R2R 0Z9

In person

1870 KING EDWARD STREET

WINNIPEG, MB

R2R 0Z9

Between 10:00 AM and 06:00 PM

Downloaded from youthjob.ca on 15-11-2026