



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

## Bookkeeper

<b>Job ID</b>	<b>4F-03-6A-DB-FD-21</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4F-03-6A-DB-FD-21">https://careers.indigenous.link/viewjob?jobname=4F-03-6A-DB-FD-21</a>
<b>Company</b>	Sun Accounting And Tax Service Ltd.
<b>Location</b>	Oak Bluff, Manitoba
<b>Date Posted</b>	From: 2024-05-03 To: 2024-10-30
<b>Job</b>	Type: Full-time Category: Finance
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25.10 per hour
<b>Languages</b>	English

### Description

Number of Opening:

3 vacancies

Employment Conditions:

Day, Morning, On Call, Weekend

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.
- Prepare other statistical, financial and accounting reports.
- Prepare tax returns.
- Prepare trial balance of books.
- Reconcile accounts.

Job Requirements:

Education:

- Secondary (high) school graduation certificate

Experience:

- 1 year to less than 2 years

Computer and technology knowledge:

- MS Excel
- MS Word
- Quick Books

Work conditions and physical capabilities:

- Attention to detail
- Repetitive tasks

Personal suitability:

- Accurate
- Dependability
- Efficient interpersonal skills
- Excellent written communication
- Organized
- Reliability

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, New comers to Canada, Older workers, Visible

minorities, Youth

Who can apply to 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**

By email

office@sunaccounting.ca

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

## Bookkeeper

<b>Job ID</b>	<b>B00AD6D39FFB8</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=B00AD6D39FFB8">http://NewCanadianWorker.ca/viewjob?jobname=B00AD6D39FFB8</a>	
<b>Company</b>	Sun Accounting And Tax Service Ltd.	
<b>Location</b>	Oak Bluff, Manitoba	
<b>Date Posted</b>	From: 2024-05-03	To: 2024-10-30
<b>Job</b>	Type: Full-time	Category: Finance
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/07/03

## Bookkeeper

<b>Job ID</b>	<b>517068C5EB26F</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=517068C5EB26F">http://NoExperienceNeeded.ca/viewjob?jobname=517068C5EB26F</a>	
<b>Company</b>	Sun Accounting And Tax Service Ltd.	
<b>Location</b>	Oak Bluff, Manitoba	
<b>Date Posted</b>	From: 2024-05-03	To: 2024-10-30
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