

# Accounting Technician

**Posted By:** Maple Kitchen Cabinets Inc

**Location:** Winnipeg

**Salary:** \$25.10 Per Hour

**JOB ID :** RJ1958548

**Posting Date :** 04-Mar-2026

**Expiry date :** 31-Aug-2026

**Education :** Secondary(High) School

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### Accounting technician

Posted on February 26, 2026 by **MAPLE KITCHEN CABINETS INC**

#### Job details

Location: Winnipeg, MB

Work location: On site

Salary: 25.10 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Evening, Morning, Day, 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
- Maintain general ledgers and financial statements
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Reconcile accounts

### **Experience and specialization**

#### **Computer and technology knowledge**

- Accounting software
- MS Office

### **Additional information**

#### **Work conditions and physical capabilities**

- Attention to detail
- Fast-paced environment
- Repetitive tasks
- Tight deadlines

### **Personal suitability**

- Accurate
- Client focus
- Efficient interpersonal skills
- 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

Additional ways to apply

**By email**

[maplekitchencab@gmail.com](mailto:maplekitchencab@gmail.com)

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