



**MCLENEHAN AND ASSOCIATES**  
CHARTERED PROFESSIONAL ACCOUNTANTS  
CORPORATION

## **Bookkeeper -- Winnipeg, Manitoba**

Are you looking for an opportunity to build your career with a firm that not only supports growth, but builds the ladder for you to climb in an entrepreneurial setting? Grow your career in a positive, fun and fast-paced environment that promotes personal and professional development and helps you succeed in a culture of continual learning and improvement. At McLenehan & Associates, we're proud of our unique culture and corporation mission, which commits to the better good of our clients and helps small businesses thrive.

We're looking for a professional Bookkeeper to join our team. This salaried position is based on a 35-hour week with an attractive compensation package, including benefits, professional development, RRSP and DSPSP matching. If you are self-driven, a quick learner and committed to providing outstanding customer service, we want to hear from you!

### **Qualifications & Experience:**

- One to four years of bookkeeping experience
- Microsoft Office including Excel, Word, Outlook; working knowledge of Quickbooks/Sage50 and Intuit Profile an asset
- Well organized, detail-oriented, high degree of accuracy and ability to multi-task
- Experience working with public practice, for-profit and non-profit organizations an asset
- Valid Manitoba driver's license and access to a vehicle

### **Duties:**

- Full-cycle bookkeeping, payroll and governmental reporting
- Perform bank and similar accounts reconciliation
- Provide clients with periodic reporting regarding regular accounting
- Income tax services, including preparation of T1 personal tax returns, T4/T5 returns and reconciliations
- Complete files accurately with close attention to deadlines, budget and recovery
- Exceptional client service through communication, courtesy and respect
- Maintain up-to-date accounting knowledge through external and internal training
- Adhere to all professional obligations and ethical standards

Learn more about this opportunity and our growing organization at [www.mclenehan.com](http://www.mclenehan.com). Please submit your resume in confidence to: [apply@customizedrecruitment.ca](mailto:apply@customizedrecruitment.ca).