

Data Entry / Senior Bookkeeper | Winnipeg MB
Full Time or Part Time

We are a busy and growing architectural firm seeking a reliable and detail-oriented Data Entry / Bookkeeper to support our bookkeeping and administrative operations. This position is ideal for someone who enjoys working with numbers, maintaining organized records, and contributing to a professional office environment.

Responsibilities

- Enter and maintain financial and administrative data accurately
- Assist the bookkeeper with accounts payable and receivable
- Process invoices, receipts, and expense records
- Reconcile statements and update spreadsheets
- Maintain organized digital and paper filing systems
- Assist with payroll and timesheet entry as needed
- Prepare and update reports using Microsoft Excel
- Enter and maintain bookkeeping records using QuickBooks
- Support general office administration duties

Required Skills & Qualifications

- Previous experience in data entry, bookkeeping, or office administration preferred
- Strong proficiency in Microsoft Excel and QuickBooks
- Excellent data entry accuracy and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Strong organizational and time-management skills
- Ability to maintain confidentiality and handle sensitive financial information
- Good written and verbal communication skills
- Experience working in a professional office environment is an asset

Position Details

- Full-time or part-time hours available
- Flexible schedule may be considered
- Competitive compensation based on experience
- Friendly and professional work environment

To Apply:

Please submit your resume and a brief cover letter outlining your experience and availability to hello@wolseywall.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Position: Data Entry / Senior Bookkeeper

Primary Location: Winnipeg, MB

Schedule: Full-Time or Part-Time