



## **Bookkeeper (NOC 12200)**

**Posted by Hingsing Trading Inc.**

**Posting Date :** 04-Sep-2025

**Closing Date :** 03-Mar-2026

**Location :** Lewisporte

**Salary :** \$27.5 Per Hour

### **Job Requirements**

- **Education:** College
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6521950

### **Job Description:**

Hingsing Trading Inc. is hiring a Bookkeeper (NOC 12200).

## About Us:

Join the dynamic team at Hingsing Trading Inc., a leading company specializing in shipping goods. We are currently seeking a detail-oriented Bookkeeper (NOC 12200) to play a pivotal role in our financial operations.

As a Bookkeeper (NOC 12200),

You will:

- Accurately document all financial activities using both traditional and digital bookkeeping systems.
- Establish, update, and reconcile accounts regularly to ensure precise financial records.
- Input journal entries and perform routine account reconciliations.
- Prepare trial balances, update ledgers, and generate comprehensive financial statements.
- Process payroll and manage payments for utilities, taxes, and other obligations.
- Prepare tax remittances, employees' compensation and other necessary forms.
- File tax returns, offering additional bookkeeping services as required.
- Compile and present reports to guide decision-making processes.

What We're Looking For:

- Completion of secondary education is required.
- A college diploma or equivalent program in accounting, bookkeeping, finance, or a related field is required.
- 2+ years of experience in a related position
- Attention to detail
- Strong organizational skills
- Strong time management skills

Work Location: Lewisporte, NL

Salary: \$27.5/hour

Job Type: Full-time, Permanent

Please submit your resume and cover letter to [hingsingtrading@outlook.com](mailto:hingsingtrading@outlook.com). While we appreciate all applications, only candidates selected for an interview will be contacted.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hingsingtrading@outlook.com](mailto:hingsingtrading@outlook.com)**

**Posted on Disabled job Portal**