



Job Title: Administrative Assistant / Bookkeeper

Location: Winnipeg, MB

Company: FABCA Construction Ltd.

Employment Type: Full-Time

We are seeking a detail-oriented and organized **Administrative Assistant / Bookkeeper** to join our team. The ideal candidate will be responsible for managing day-to-day administrative tasks while supporting the company's financial operations with accuracy and efficiency.

Key Responsibilities:

Bookkeeping Duties:

- Writing and processing cheques
- Accounts payable and accounts receivable management
- Bank and credit card reconciliations
- Data entry of financial transactions
- Preparing invoices and tracking payments
- Maintaining accurate financial records
- Assisting with payroll processing
- Preparing financial reports as required
- Supporting year-end preparation for accountants

Administrative Duties:

- General office administration and organization
- Filing (physical and digital)
- Managing emails and correspondence
- Scheduling appointments and maintaining calendars
- Preparing reports, documents, and spreadsheets
- Ordering office supplies
- Assisting management with special projects

Required Skills & Qualifications:

- Proven experience in bookkeeping and administrative roles
- Proficiency in **Microsoft Excel** (formulas, spreadsheets, data organization)
- Strong data entry skills with high attention to detail
- Experience writing cheques and handling financial documentation
- Familiarity with accounting software (e.g., QuickBooks, Sage, or similar)
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Ability to work independently and maintain confidentiality
- Basic knowledge of payroll processes (an asset)

Preferred Qualifications:

- Post-secondary education in Accounting, Business Administration, or related field
- Experience in small to mid-sized business environments

We are looking for someone reliable, professional, and capable of handling confidential financial information with discretion.

To Apply:

Please submit your resume and a brief cover letter outlining your experience to Fabio@fabca.ca