



**POSITION:** Accountant

**STATUS:** Permanent  
Full-time

**PLACE:** To be determined

## **JOB DESCRIPTION**

The accountant plans, organizes and administers the complete accounting program i.e. the accounting department, preparations and analysis of monthly financial statements as well as the budget. The accountant calculates the surtax for the commercial premises and the TPS /TVQ remittances and is responsible for examining accounting documents and offering counsel in financial or fiscal matters. At the same time, the accountant supervises and supports the accounting clerks assuring that the policies and procedures of the accounting department are respected.

## **QUALIFICATIONS REQUIRED**

- ✓ DEC in administrative techniques or University degree in accounting
- ✓ 3 to 5 years experience as an accountant
- ✓ Expertise in the complete accountant cycle
- ✓ Expertise in Word and Excel software
- ✓ Expertise in the French and English languages, written and oral
- ✓ Meticulous
- ✓ Team spirit
- ✓ Autonomous
- ✓ Knowledge of Space or Hopem software, an asset
- ✓ Experience in property management, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.  
Only applicants selected shall be contacted.