



POSITION: Accounts Payable Clerk

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The accounts payable clerk calculates, prepares and treats invoices from the suppliers in accordance with the accounting procedures established. The clerk is responsible for opening accounts for new suppliers, assures the proper authorization for the payment of the invoices, enters the information in the accounting software and verifies the account statements. The clerk emits the cheques, answers the suppliers' telephone calls and is responsible for filing.

QUALIFICATIONS REQUIRED

- ✓ 1 to 3 years experience in accounting
- ✓ DEP or DEC in accounting
- ✓ Expertise in Word and Excel software
- ✓ Expertise in the French and English language, written and oral
- ✓ Autonomous
- ✓ Team spirit
- ✓ Meticulous
- ✓ Rapid
- ✓ Knowledge of Space or Hopem software, 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.