



POSITION: Accountant Supervisor

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The accounting supervisor is responsible for the entire accounting cycle and for the supervision of the accounting technicians and clerks as well as the calculation of the fees and the capitalization of each project. He/she verifies the statements, analyzes the quarterly deviations and the budgets, also being responsible for calculating the surtax for the commercial tenants and the TPS/TVQ. The accounting supervisor supports the technicians and clerks participating in the different projects.

QUALIFICATIONS REQUIRED

- ✓ DEC in administration or University diploma in accounting
- ✓ 5 to 7 years experience as accountant
- ✓ Expertise in the complete accounting cycle
- ✓ Expertise in Word and Excel software
- ✓ Expertise in the French and English languages, written and oral
- ✓ Meticulous
- ✓ Team spirit
- ✓ Autonomous
- ✓ Knowledge in Space and Hopem, 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.