



POSITION: Accountant Technician

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The accounting technician is responsible for the complete accounting cycle, i.e. cash flow, preparation and analysis of monthly financial statements, the follow-up of the accounts payable and accounts receivable as well as the budget process. He/she sees to the bank reconciliations, monthly invoicing, bank deposits. The accounting technician is also responsible for following the departures and lease renewals of the tenants.

QUALIFICATIONS REQUIRED

- ✓ DEC or University diploma in accounting
- ✓ 3 to 5 years experience pertinent
- ✓ Expertise in Word and Excel software
- ✓ Knowledge of the complete accounting cycle
- ✓ Autonomous
- ✓ Meticulous
- ✓ Team spirit
- ✓ Knowledge of Space or Hopem, an asset
- ✓ Experience in property management, an asset
- ✓ Expertise in the French and English languages, 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.