

ACCOUNTING CLERK

ABOUT SUCCESSFINDER

Based in Montreal, SuccessFinder is a technology company specialized in human resources. It helps companies of all sizes and industries significantly improve their agility and efficiency to recruit, develop and promote talent. In addition to its ease of use, SuccessFinder's unique and sophisticated platform helps organizations put the right people in the right roles, increasing their employees' productivity and retention rate, while maximizing their satisfaction at work.

SuccessFinder already has multiple multinational clients throughout Canada and the United States and is currently experiencing significant growth in HR Tech and 3rd generation psychometric assessments. The company can count on its strong team of PhDs in Organizational Psychology as well as its software development team to constantly refine its cloud-based platform and its predictive performance. SuccessFinder is positioned in the market as a key interface between best practices in talent analytics and machine learning.

Check out our website at www.successfinder.com

POSITION SUMMARY

The SuccessFinder team is a high-performing, engaged group of young professionals looking for a structured, efficient and proactive Accounting Clerk who will play a key role in the operational effectiveness that is the foundation of our growing business. Reporting to the Finance and Human Resources Director, the Accounting Clerk will provide essential support to the team, vendors and customers to make sure our accounting processes run smoothly and efficiently.

At SuccessFinder, our culture fosters continuous collaboration between our different teams, such as applied research, technology and product. We are looking for someone who is passionate about working effectively with a diverse group of professionals, and who is versatile and resourceful.

Location

Montreal, Quebec

Job Type

Permanent, Full Time, 30h/week

MAIN TASKS AND RESPONSIBILITIES

- Contribute to strong team culture by cultivating relationships throughout the organization;
- Enter accounting data (accounts payable);
- Issue invoices to our clients (accounts receivable);
- Participate actively in end-of-month, quarter-end and year-end processes;
- Support the Finance and Human Resources Director in the verification processes;
- Optimize existing accounting processes - help us work more efficiently!;

- File the accounting documents;
- Prepare and post deposits;
- Perform bank reconciliation;
- Prepare GST/QST reports;
- Perform any other duties deemed relevant for this position.

SKILLS AND EXPERIENCE REQUIRED:

- College degree in Accounting or all other related training;
- 2-5 years experience in bookkeeping, general knowledge around accounting;
- Perfectly bilingual – English and French; strong communication skills (speaking or written)
- Mastery of MS Office (Word, Excel, PowerPoint, Adobe, Outlook); Very knowledgeable on the different functionalities and uses of these tools, able to create visual templates and use Excel to compile data;
- Ease with technology, quick learner of web-based platforms;
- A fast learner who enjoys understanding how things work across a business;
- Good at organizing tasks and prioritizing work, yet flexible in a fast-paced environment;
- Self-disciplined - Demonstrates initiative and autonomy to anticipate needs; solves problems before they occur;
- Meticulous with a strong work ethic; *particularly concerning data integrity and confidentiality;
- Customer-focused: service-oriented, always willing to be helpful, to provide support;
- A team player, good at establishing professional ties at all levels of the organization.

OTHER SKILLS CONSIDERED AN ASSET

- Experience in bookkeeping, general knowledge around accounting;
- Knowledge of Microsoft Dynamics NAV software

To submit your application, please forward your resume to: carrieres@successfinder.com.
Only those selected will be contacted.