
COORDINATOR, ADMINISTRATION AND ACCOUNTING

POSITION SUMMARY

The Coordinator, Administration and Accounting will provide essential support to the team and customers to make sure our processes and solutions run smoothly and efficiently. The Coordinator will become our key logistics point person.

Location

Montreal, Quebec

Job Type

Permanent, Full Time

MAIN TASKS AND RESPONSIBILITIES

ADMINISTRATION:

- Greet visitors, be first point of contact in our office;
- Responsible for ordering office supplies;
- Receive, sort and distribute mail and preparation of outgoing mail;
- Develop an expertise and knowledge of policies and procedures;
- Receive all incoming phone calls and direct the phone to the right person. Respond to basic client enquiries (first line support).

ACCOUNTING:

- Prepare billing;
- Prepare and post deposits;
- Participate in the accounts receivable collection process;
- Check and record vendor invoices and expense reports;
- Optimize existing accounting processes;
- Issue checks to suppliers;
- Perform bank reconciliations;
- Prepare quarterly GST/QST reports;
- Respond to common requests from internal customers;
- Coordinate, prepare, edit documents reports;
- Provide support to the Finance & HR Director by performing other related tasks required to achieve the Finance Department's objectives and collaborate with different areas of the organization;
- Perform any other tasks deemed relevant to this position.

SKILLS AND EXPERIENCE REQUIRED

- Perfectly bilingual (French and English);
- DEP in accounting / administration or all other training deemed equivalent;
- 2-3 years experience in administration/coordination role;
- 2 years experience in bookkeeping, general knowledge around accounting;



Position Description

- 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.

COMPANY DESCRIPTION

SuccessFinder is a fast-growing Montreal-based HR Tech company focused on predictive behavioural analytics and proven at global and mid-sized organizations in Canada and the US. We are cracking the code on behavioral DNA, unlocking the passion and potential of people everywhere for greater success. Our mission is to revolutionize the management decision-making process regarding individuals and teams by providing actionable people intelligence, through high-resolution insights and predictive analytics that allow individuals and organizations to thrive.

SuccessFinder is poised for significant growth. The company has experienced impressive year-over-year growth in recent years as it has developed its SaaS platform. The science behind our solution has been developed over the past 40 years, though in many ways we have the opportunities and culture of a startup. Our base of operations is our Montreal office, with over 20 employees. SuccessFinder is an equal opportunity employer and values diversity in its workforce.

Check out our website at www.successfinder.com

To submit your application, please forward your resume to : carrieres@successfinder.com