

Accountant

Are you passionate about accounting and eager to kickstart your career in finance? We are seeking a motivated and detail-oriented individual to join our team as a Accountant. This position requires an experienced and detail-oriented Accountant who can lead and manage the company's accounts payable process. The ideal candidate will be responsible for ensuring accuracy, efficiency and compliance in all accounts payable transactions.

Responsibilities:

- Oversee and manage the end-to-end accounts payable process, including processing invoices, expense reports, and other financial documents for payment.
- Conduct thorough review and approval of invoices, ensuring accuracy and compliance with company policies and accounting standards.
- Perform vendor statement reconciliations and resolve any billing discrepancies in a timely manner.
- Coordinate with cross-functional teams to ensure proper coding and approval of invoices.
- Monitor and manage the accounts payable aging report, ensuring timely payments to vendors.
- Review and approve employee expense reports, ensuring compliance with the company expense policies.
- Provide guidance and mentorship to junior accounts payable staff.
- Assist in month-end closing activities related to accounts payable.
- Act as a point of contact for vendor inquiries and maintain positive relationships with suppliers.

Qualifications:

- Bachelor's degree in accounting (or equivalent work experience)
- 3+ or more years of experience in accounting or related field
- Strong understanding of accounting principles in accounts payable or related financial roles.
- Proficient in using accounting software and MS Office Suite, particularly Excel
- Excellent analytical and problem-solving skills.
- Exceptional attention to detail and accuracy in data entry and record-keeping.
- Excellent communication and interpersonal skills
- Ability to work independently and prioritize tasks in a fast-paced environment.
- Bilingual-French and English

Preferred Skills:

- 3+ years of experience with accounting software or ERP system, SAP an asset.
- Knowledge of international accounting standards and multi-currency transactions.

Job type : Full time

Schedule: Monday to Friday

Workplace : In person