

Accounting Agent (Junior)

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 an Accounting Agent. This position is for a detail-oriented and motivated Junior Accounting Professional. The ideal candidate will assist in managing the company's accounts payable process, ensuring accuracy and efficiency in all transactions.

Responsibilities:

- Process and verify invoices, expense reports, and other financial documents for payment
- Match purchase orders with invoices and resolve discrepancies as needed
- Maintain accurate and organized records of all accounts payable transactions
- Reconcile vendor statements and resolve any billing discrepancies in a timely manner
- Prepare and process checks or electronic payments for approval
- Assist in month-end closing activities related to accounts payable
- Respond to vendor inquiries and maintain positive relationships with suppliers
- Assist in other financial tasks and projects as assigned

Qualifications:

- AEC, DEC or DEP in Accounting, Finance, or related field. (or equivalent work experience)
- 1-2 or more years of experience in accounting or related field
- Strong attention to detail and accuracy in data entry and record-keeping
- Proficient in using accounting software and MS Office Suite, particularly Excel
- Excellent communication and interpersonal skills
- Ability to prioritize and meet deadlines in a fast-paced environment
- Knowledge of basic accounting principles and practices
- Bilingual-French and English

Preferred Skills:

- Experience with SAP is an asset
- Knowledge of tax regulations and compliance related to accounts payable
- Previous experience in accounts payable or related financial roles is a plus

Job Type: Full-time

Schedule: Monday to Friday

Work Location: In person