



JOB POSTING

ACCOUNTING TECHNICIAN Job category: regular full-time position

Working at the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means joining a dynamic team and a stimulating work environment!

By working at the FNQLEDC, you can enjoy various benefits:

- A competitive salary;
- Friday afternoons off;
- A schedule alternating between telework and work at our office in Wendake;
- A work environment that facilitates work-family balance;
- A monthly allowance for a cell phone plan;
- Very good benefits;
- Two weeks of paid vacation starting from the first year and two additional weeks during the holiday season;
- And more!

FNQLEDC office: 265, place Chef Michel Laveau, bureau 200, Wendake (PQ)

Job description:

The FNQLEDC is an organization whose mission is to advise, help and support First Nations communities and individuals in achieving their socio-economic objectives.

Under the immediate supervision of the Director Finances and Administration, the Accounting Technician performs data entry tasks on computer media as well as bookkeeping and the verification of accounts payable and accounts receivable. The incumbent calculates, prepares and records current financial entries and transactions in addition to monitoring projects.

Accounting

- Enter and update accounting databases from documents such as purchase orders, invoices and forms.
- Prepare invoices to be paid, select them, check their accuracy, verify expense accounts, and ensure their compliance with the projects and procedures in force.
- Communicate the requested information to providers concerning the payment of their invoices.
- Prepare invoice payments and perform related data entry.
- Ensure bookkeeping of all FNQLEDC activities.
- Record incoming and outgoing payments in the general ledger.

- Codify and record invoices received in the appropriate accounts and projects and prepare invoice payments while ensuring related data entry.
- Prepare monthly bank reconciliations and working capital updates.

Support for financial management and project management

- Prepare the hours worked report to calculate the wages to be paid.
- Develop and maintain accounting procedures in accordance with standards and policies.
- Participate in the preparation of budgets and financial forecasts.
- Prepare reports to draft the financial statements.
- Prepare budget forecasts for each project.
- Enter the projected figures in the accounting software to prepare the financial reports for the respective projects.
- Manage sensitive information confidentially.

Other activities and continuous improvement

- Actively participate in team meetings: present a report of their work at these meetings and the list of upcoming projects.
- Keep abreast of FNQLEDC projects in order to focus on achieving objectives.
- Keep up to date in areas that are liable to improve the efficiency and quality of their work.
- Always ensure harmonious communications and relations with colleagues, members, communities and their staff.
- Provide their superior with any relevant suggestions aimed at improving their work.
- Perform any other task related to their position at the request of their immediate superior.

Prerequisites:

- Diploma of college studies in accounting and management or an attestation of college studies in accounting and management
- A minimum of two (2) years of experience in project accounting and bookkeeping
- Good knowledge of Avantage accounting software
- Good knowledge of Microsoft Office 365 and particularly of application software such as Excel, Teams, Word, etc.
- Good knowledge of English is considered an asset
- All applicants must accept and consent to the submitted reference check

Desired qualities:

- Great communication skills
- Analytical mind
- Attention to detail
- Initiative and autonomy
- Ability to work as part of a team
- Discretion, autonomy and confidentiality

- Sense of organization
- Tact and diplomacy
- Ability to analyze and summarize
- Punctuality

Salary:

According to the pay scale in force and the starting salary varies according to experience.

Start date:

As soon as possible.

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before noon on May 27, 2022 to the attention of:

Ms. Jinny Thibodeau Rankin, Acting Director General
First Nations of Quebec and Labrador Economic Development Commission
265, place Michel Laveau, bureau 200, Wendake (PQ) G0A 4V0
Fax: (418) 843-6672
Email: lrheume@cdepnql.org

Only pre-selected candidates will be contacted.

In the event of equal or equivalent candidacies, the FNQLEDC prioritizes the First Nations in Quebec.