



FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

Job Offer

Accounting Technician

Work location: Kahnawake
Employment category: Permanent position - full time (32 hours per week)
Start date: Immediately
Salary: Starting at 38 352\$ (Cat. 3)
Priority hiring: Members of First Nations

Responsibilities:

Under the supervision of the executive director, the accounting technician shall perform all the tasks related to accounting.

- Management of spending policies;
- Management of pay services with the provider Desjardins;
- Relations with suppliers;
- Accounts payable and receivable;
- Prepare monthly and annual financial statements;
- Monitor financial files for management projects;
- Monthly bank reconciliation;
- Follow-up on purchase orders/bids;
- Prepare applications for recovery of the GST and PST;
- Prepare per diems and travelling expenses in collaboration with the special events manager and/or the project manager;
- Develop various budgets upon request;
- Prepare the year-end file and ensure follow-up with the external CPA;
- Manage the complete accounting cycle (with the SIGEC software);
- Execute month-ending and year-ending procedures;
- Assist the QNW president and/or executive director in all files related to finances;
- Regular assistance to employees regarding their file ;
- All other accounting tasks.
- Executing all other related tasks required by management.





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Requirements:

- Excellent aptitudes in oral and written communications in both French and English;
- Good aptitudes in interpersonal and intercultural relations;
- Capacity in working independently and as part of a team to achieve goals and overall objectives of project;
- Flexibility, discipline, and resourcefulness;
- Excellent sense of priorities, planning, and organization;
- Demonstrate interpersonal skills to negotiate partnerships and resolve conflicts;
- Have a very good knowledge of Indigenous nations and organizations in Québec;
- Knowledge of IBM software, Windows environment, and Internet;
- Knowledge of compatible software (SIGEC, Accomba, and/or Avantage) will be considered an asset.

Experience and training:

- DCS or ACS in administration, accounting option, or three to five years of relevant work experience.

Only the candidates retained for an interview will receive a reply. Priority will be granted to Indigenous candidates.

If you are interested by this position, send your résumé with a letter of introduction at the following address : dadjointe@faq-qnw.org

Deadline : August 10th, 2020

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