

JOB OFFER - Accounting Technician

Company Name: VITA Detection Inc.

Company Address: 380 McArthur Street, Saint-Laurent (Montreal), Quebec, H4T 1X8, Canada

Job Title: Accounting Technician (NOC 12200)

Main Duties:

- Manage and update accounts payable and receivable, and issue invoices;
- Perform account and bank reconciliations;
- Assist with the preparation of monthly, quarterly, and annual closings;
- Assist with the preparation and submission of monthly financial reports;
- Update financial data in databases (NetSuite & QuickBooks) to ensure information accuracy;
- Assist in reviewing payroll records and expenses, among other assigned tasks;
- Process financial entries to ensure the proper recording of all business transactions;
- Any other tasks required by the company.

Required Qualifications:

- Education: College-level diploma or equivalent experience
- Experience: 1 to 2 years of relevant experience

Employment Conditions:

- **Position Type:** Permanent
- **Schedule:** Full-time
- **Working Language:** French or English
- **Salary:** \$36/hour

Benefits Package:

- Disability insurance
- Dental insurance
- Health insurance
- 3 weeks of vacation

Work Location: 380 McArthur Street, Saint-Laurent (Montreal), Quebec, H4T 1X8, Canada

Application Contact Information:

- Contact Person: Nick Colidas
- Email Address: 01038@servimm.ca