



## JOB OPPORTUNITY

# Accounting Clerk—Payable

**DEPARTMENT:** Accounting  
**LOCATION:** Baie-D'Urfé  
**STATUS:** Permanent, full-time  
**POSTED:** September 10, 2021

### WHO WE ARE

The Fédération des coopératives du Nouveau-Québec is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision "Atautsikut" Together—working to develop as a people, leaving none behind.

### SUMMARY

Under the supervision of the Team Leader—Accounts Payable, you will perform data entry including preliminary analyzes, journal entries, assistance with the end of fiscal year process, and this in accordance with policies and procedures of the company for the FCNQ and some of its subsidiaries.

### RESPONSIBILITIES

- Manage invoices received by email and mail;
- Match merchandise receptions with the supplier invoice and explain any irregularities;
- Communicate with the buyer any significant error found in the creation of products (prices, taxes);
- Validate, code, compile and enter supplier invoices into the system;
- Resolve billing issues;
- Ensure compliance with government laws in the legitimacy of requesting input tax credits;
- Reconcile account statements on a monthly basis at the request of the supervisor;
- Communicate with suppliers as needed;
- Follow up on discrepancies observed for certain General Ledger accounts;
- Perform general ledger account analyzes at the request of the supervisor;
- Match payments made by direct deposit with the corresponding invoice and registration in the system on a weekly basis;
- Monitor credits in order to obtain reimbursements at the request of the supervisor;
- Prepare and transmit payment requests on time, match them to invoices and record them in the system on a weekly basis;
- File invoices recorded on a daily basis;
- Assist accounting coordinators in a tax audit;
- Assist accounting coordinators at the end of the fiscal year;
- Participate in the archiving of invoices at the end of the fiscal year;
- Any other related tasks requested by the immediate supervisor.

### REQUIREMENTS

- College diploma in accounting;
- Minimum of 2 to 3 years of experience in a similar position;
- Proficiency in the Microsoft Office suite (intermediate Excel);
- Must be able to communicate in French and English, both orally and in writing;
- Ability to work in a team;
- Excellent sense of organization;
- Analytical approach;
- Ability to manage priorities.

### WORK CONDITIONS

- Monday to Friday, 35 hours per week.

Candidates who are interested may send their resumes to [recrutement@fcnq.ca](mailto:recrutement@fcnq.ca) or by fax to (514) 457-5651 by **September 20, 2021**.

We thank all applicants for their interest. However, only those under consideration will be contacted.