



JOB OPPORTUNITY

Accounting Coordinator

DEPARTMENT: Accounting
LOCATION: Baie-D'Urfé
STATUS: Permanent, full-time
POSTED: October 31, 2022

WHO WE ARE

La Fédération des coopératives du Nouveau-Québec (FCNQ) 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 responsibility of the Assistant Controller, you will have to participate in various tasks of the accounting cycle of the company for the entities under your responsibility.

RESPONSIBILITIES

- Analyze, monitor and reconcile the balance sheet accounts;
- Record in the system any required adjustment entry;
- Responsible for maintaining the fixed assets file;
- Responsible for maintaining the long-term debt file;
- Make the remittance of instalments to the two levels of government according to the deadlines;
- Remit sales taxes (GST-QST) and excise tax according to the deadlines;
- Prepare and maintain the file of related parties (Income versus expenses);
- Prepare bank reconciliations;
- Analyze petroleum product sales;
- Analyze, monitor and reconcile the income statement accounts
- Prepare financial statements according to the recognized accounting principles and according to Quebec cooperative law when applicable;
- Send financial statements to the various internal and external stakeholders;
- Send the calculation of ratios and the certificate of compliance to financial institutions;
- Obtain the explanation supporting the discrepancies noted between actual and forecasted budget as well as documenting the explanations;
- Responsible for remitting the fuel taxes and excise tax when applicable while ensuring meeting deadlines;
- Closely follow up with government authorities for any amount of tax receivable;
- Responsible for the GST/QST/TPC audit file;
- Contribute to the improvement of the processes, working method and tools used;
- Participate in the implementation and compliance of internal controls;
- Responsible for updating the information disclosed to the Registraire des entreprises;
- Responsible for updating the file of the Autorité des Marchés financiers if applicable;
- Participate in the preparation of yearly audit files;
- Collaborate in the preparation of the annual budget;
- Any other related tasks requested by the immediate supervisor or controller.

JOB OPPORTUNITY

REQUIREMENTS

- Bachelor's degree in accounting;
- CPA member (is an asset);
- 5–8 years' experience in a similar role;
- Excellent knowledge of Microsoft Office (Excel and Word);
- Ability to communicate in French and in English, both verbally and written
- Excellent analytical skills;
- Autonomous and entrepreneurial;
- Detail-oriented and professional;
- Ability to adapt to a changing work environment;
- Excellent interpersonal skills.

WORK CONDITIONS

- Monday to Friday, 35 hours per week.

Candidates who are interested may send their resumes to recrutement@fcnq.ca or
by **November 10, 2022**.

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