



JOB OPPORTUNITY

Filing Clerk

DEPARTMENT: Accounting
LOCATION: Baie D'Urfé
STATUS: Permanent, part-time
POSTED: August 30, 2021

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 provide support for the accounting department in their administrative tasks by sorting and classifying documents according to the established filing system as well as by finding and retrieving documents or files.

RESPONSIBILITIES

- Sort and file supplier invoices, weekly disbursement lists, etc.;
- Find and retrieve documents from files following requests for accounts payable and accounts receivable,
- Open new files;
- Transfer files at the end of the fiscal year;
- Any other related tasks requested by the immediate supervisor.

REQUIREMENTS

- Knowledge of accounting (an asset);
- Good knowledge of the Microsoft Office suite;
- Must be able to communicate in French and English, both orally and in writing;
- Thoroughness and precision;
- Work efficiently;
- Responsible and punctual.

WORK CONDITIONS

- ~ 4 hours per week. Depending on the volume of work in the accounting department, you may be required to work additional hours.

Candidates who are interested may send their resumes to recrutement@fcnq.ca

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