



YOU'RE LOOKING FOR A LONG-TERM CAREER AT A GREAT COMPANY?

Enerquin is currently seeking a Junior Accountant. The Junior Accountant is responsible for accounts payable and other general accounting duties.

The duties and responsibilities of the Junior Accountant are categorized as follows:

Accounts Payable

The Junior Accountant is responsible for all aspects of accounts payable for both our Canadian and US operations.

- Receiving and sorting vendor purchase orders and invoices
- Ensuring all payables are up to date and coded accurately
- Matching supporting documents
- Data entry in ERP system
- Responsible for weekly vendor payments
- Answering vendor phone calls and resolving any accounts payable issues
- Preparing all accounts payable monthly reports

General Accounting

- Journal entries
- Filing
- Corporate credit card maintenance
- Other general accounting duties as required

The requirements and profile of the Junior Accountant include:

- Post-secondary degree, diploma or certificate in business, commerce, accounting or finance
- Bachelor of Commerce with a major in accounting would be an asset
- Bilingual in English/French (spoken and written)
- Proficient computer skills (MS office)
- Be able to work in Canada
- Knowledge of SAP is an asset
- Be able to work independently as well as in a team environment
- Be enthusiastic, friendly and show a sense of responsibility
- Be able to manage priorities for deadlines

To apply, please send your resume to the following e-mail address: cv@enerquin.com