

Neurostream Technologies

Job Description: Accounting Technician (6-month contract)

Location: Quebec (Canada)

Reference: CON20100726D

Reporting to the Accountant, the person hired will act as Accounting Technician. Employee tasks and responsibilities will include, among others:

- Perform bank reconciliations;
- Update MS Excel tables (e.g., holiday credits, fixed assets, patents, etc.);
- Participate in the closing of monthly accounts;
- Participate in the preparation of business development files (file updates, photocopies, etc.);
- Sort documents, organize mail deliveries, etc.;
- Perform other related tasks.

This is a temporary, part-time position for an average of 2.5 days a week (4 days/week for the first week of the month then 1 day/week for the following weeks).

Background & Experience

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| 1 | Essential | College diploma in business administration |
| 2 | Essential | Perfect command of Microsoft Excel and Word software |
| 3 | Important | Good command of SAP accounting software |
| 4 | Important | Good command of ACCPAC accounting software |

Required Skills

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|---|-----------|--|
| 1 | Essential | Three years experience in accounting |
| 2 | Asset | Bilingual (English-French) |
| 3 | Important | Team-spirited, self-directed, proactive, efficient and highly adaptive to change |
| 4 | Important | Thoroughness and attention to detail; analytical and synthesizing ability |