

JOB OFFER

ACCOUNTING CLERK

Company profile:

The Ohmega Group has been operating since 1982 in different fields like the Automation and Industrial Computing, the Electricity and the Mechanical and Plumbing. In 2017, the company decided to continue its growth and opened two new offices in Calgary (Ab) and Kanata (On) to answer to the continuous demand of its market in Automation and Industrial Computing.

Job profile:

The company is looking for an Accounting clerk permanent and full-time position. The candidate will be reporting to the administration manager and will be closely collaborating with the person who is responsible for the administration of the Automation and Industrial Computing activities, both located at the head office of the company in Quebec.

Responsibilities:

- Produce the monthly billing;
- Review the client accounts and do a follow-up with late payment if required;
- Receive, verify and pay the supplier bills;
- Produce the wages and the expense account;
- Produce some government reports;
- Produce production tables and dashboards;
- Ensure the office supply (inventory and orders);
- Welcome the clients, answer and transfer the phone calls.

Skills and competencies required:

- College degree in accounting or another related field;
- Good knowledge of Microsoft Office;
- Comfortable with the technology and any new software solutions in general;
- Detail oriented (planning, prioritizing, organizing, and follow up);
- Flexibility, meticulousness and resourcefulness;
- Detailed oriented, rigorous, conscientious;
- Autonomous with teamwork capability and ability to work with remote teams;
- Excellent communication skills, both written and oral;
- Have the ability to work in an effective manner in both English and French.

Workplace:

- 1283 Teron Road, Kanata ON K2K 0J7



Salaries and benefits:

- Salary will be determined on experience basis.
- Medical / salary / disability / life insurance program in place.
- Possibility to contribute to a Registered Retirement Savings Plan jointly with the employer.

Start date:

- As soon as possible.

For any questions or to submit your application, please contact us:

Email: cv@groupeohmega.com
www.groupeohmega.com