



**We are**  
looking for  
a candidate  
like you!

## JOB OFFER

## ACCOUNTING BOOKKEEPER

Annual salary between 37 440\$ and 64 480\$

Your organizational skills, resourcefulness and interpersonal skills propel you to where you want to be in your career. You are a person who cares about the quality of your work and want to be part of a motivated, dynamic and dedicated team.

### ✓ About us

The Ohmega Group team is comprised of highly skilled professionals who are passionate about renewable energy and the exciting opportunities it offers. Originated from Quebec and established since 1982, we are specialised in automation and Industrial Computing. The company is in a sustained growth phase across North America.

### ✓ Candidate profile

You will demonstrate autonomy and rigour in the performance of your duties. You will have to perform different types of technical tasks of an administrative nature taking into consideration several particularities.

### ✓ Your role

- Prepare and produce monthly billing to customers;
- Receive and capture invoices from suppliers;
- Monitor the status of accounts receivable and suppliers;
- Complete payroll and employee expense accounts process;  
Complete and track dashboards and reports to management team;
- Perform clerical duties such as maintaining computer and manual filing systems.

## ✓ What we are looking for

- College diploma in accounting, administration or other related fields;
- Have more than 3 years of experience;
- Good knowledge of Microsoft Office Suite and Google Suite;
- Excellent organizational, autonomous and initiative skills;
- Exercise judgment, rigour and professionalism;
- Good oral and written communication skills in both French and English;

## ✓ What we offer

- A permanent and full-time position;
- A remuneration between \$37 440 and \$64 480, based on your experience;
- A medical, salary, disability and life insurance program;
- The possibility of contributing to a Registered Retirement Savings Scheme jointly with the employer.



### Two (2) possible Workplaces

3 rue des Cerisiers, Gaspé, QC

1283 Teron Road, Kanata, ON



### Start Date:

Currently open  
to be discussed with you



Please send us **your resume** and **cover letter** to the attention of the Human Resources Coordinator.



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

**cv@groupeohmega.com**

