

Accounting technician

Are you motivated by a job in accounting? Are you looking for a job that allows you to work from home during the Covid-19 crisis and work in a safe environment? Do you like to work in a team and have fun at work? Do you want to work in a community organization where employee well-being is at the heart of its values? If you answered yes to these questions, **you are the person we are looking for!** The Valcartier Family Centre would like to have you on board its team to process the accounting cycle as well as to collaborate in the preparation of budget forecasts, the preparation of financial statements and certain documents required in the month-end process and as part of the reporting and auditing process. Don't hesitate any longer and join our team.

What is the Valcartier Family? It is an organization of 65 employees that assists the military community (military, families and veterans) by offering various intervention and psychosocial support services, employability and career development support, services for children (daycare) and youth (youth workers for youth ages 12 to 17), volunteer work and more.

The Centre's Values:

- Autonomy
- Transparency
- Benevolence
- Innovation
- Equity

What the Centre offers its employees:

- Caring work atmosphere
- Twelve statutory holidays
- Summer schedule (Friday afternoons off)
- Flexible working hours, work/family balance
- Telework
- Bank overtime hours
- Telemedecine
- Group insurance after 3 months
- Cohesion Committee
- Possibility to train near the Center
- Proximity to a bicycle path

- Lunch with the whole team once every 2 weeks to exchange with the different sectors

What we are offering for this position:

- Hours : 35h/week
- Duration of employment: 18 months contract (replacement for maternity leave)
- Location: Valcartier Family Centre (10 minutes from Val-Bélair)
- Start date: As soon as possible
- Salary: \$21.35 per hour

Academic and professional requirements of the position:

- College diploma in accounting or administration
- Minimum of three (3) years of relevant work experience
- Knowledge of Microsoft office software
- Intermediate / advanced level in Excel
- Knowledge of Sage (asset)
- Integrity and confidentiality
- Meticulous

Experience sought for the position:

- Analytical and synthetic mind
- Good ability to work in a team
- Great capacity for adapting, autonomy and resourcefulness
- Strong organizational, priority-setting and time management skills

Send your resume and letter of intent to the Human Resources Department no later than Sunday, June 7th, by e-mail to RH@crfmv.com.

*****Please note that only applicants selected for an interview will be contacted.**