



JOB OFFER

For nearly 30 years, NEAS Group has distinguished itself by contributing to the sustainable economic development of populations and communities in the Canadian North. The company provides specialized maritime services, relying on its fleet of vessels, a strong freight service offering, and a team of over 300 highly skilled professionals dedicated to customer satisfaction.

Accounting Technician

Under the supervision of the Controller, the Accounting Technician is responsible for monthly accounting, including journal entries, bank reconciliations, intercompany re-invoicing, and processing expense reports. They also prepare GST/QST reports and contribute to month-end closing procedures, while ensuring compliance and rigorous monitoring of transactions.

Key Responsibilities

- Prepare and enter journal entries
- Prepare bank reconciliations
- Accounting for intercompany re-invoicing
- Verify, record and process employee expense reports
- Verify and process the company's various credit cards
- Prepare monthly GST/QST reports
- Prepare the end-of-month files
- Ensure rigorous documentation and monitoring of transactions to facilitate internal and external audits
- Verify the compliance of accounting entries with IFRS standards and internal policies
- Collaborating with other departments to ensure the accuracy and consistency of financial data
- Providing support during periods of internal, external and governmental audits
- Assist the accounting clerk in performing certain tasks
- All other related tasks

Required Skills and Competencies

- Ability to deliver precise and meticulous work.
- Excellent analytical skills.
- Effectiveness and stress management under pressure.
- Ability to manage multiple cases simultaneously.
- Effective prioritization in a dynamic environment.
- Rigour and organisation in the documentation and monitoring of transactions.
- Ability to interpret and explain financial information to other departments.



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Education and Experience

- College diploma (DEC) in accounting or business administration.
- 3 to 5 years of relevant experience.
- Good command of Microsoft Office suite.
- Knowledge of Microsoft NAV is an asset.
- Proficiency in French

Working Conditions

- Full-time position.
- Based in Montreal, with the possibility of occasional remote work.

Why Join NEAS?

- Enchanting site on the riverbank, in Montreal and near the South Shore.
- Attractive compensation and an annual bonus program.
- A good work/life balance: in-person and remote work.
- Employee benefits: Excellent group insurance, competitive pension plan, employee and family assistance program, telemedicine, etc.
- Reimbursement of public transport costs or free parking.
- Continuing education program offered as part of your duties.
- Contribution to a physical activity program.

How to Apply

Send your CV and cover letter to jobs@neas.ca, indicating " **Application Accounting Technician** " in the subject line of the email.