

Accountant

(Activity rate 50%)

As TENco's accountant your main role is to help making critical financial decisions by collecting, tracking, and correcting the company's finances. You are also responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year. Additionally, the accountant is also in charge of ensuring compliance with financial reporting and other standard accounting procedures.

Tasks and responsibilities

- Manage accounts receivable/accounts payable
- Payroll
- Financial controlling
- Financial reporting
- Forecasting & Budgeting
- Summarize current financial status by collecting information (prepare balance sheet, profit and loss reports)
- Roll out process for the next 3-5 years
- Set-up journal entries for the monthly and yearly closings
- Prepare accounts and tax returns
- Help in the implementation of new accounting policies, standards and guidelines
- Monitor and update the CRM system, related to finance
- Ensure CRM is up to date with all the correct information, related to finance
- Ensure all the invoices and reports on CRM are correct
- Suggest new processes and improvements on CRM, related to finance
- Coordinate with the bank with all the finance related topics
- Coordinate with the fiduciary with all the finance related topic

Profile

- 5+ years of experience as an accountant or a equivalent work experience
- Bachelor degree in Accounting/Finance or relevant field
- Knowledge of general ledger and account reconciliation
- Strong analytical and problem-solving skills
- Handle sensitive information in a confidential manner
- Accuracy and attention to details
- Be a self-starter with great time management and organizational skills
- Fluent in English and French