



## ACCOUNTING TECHNICIAN

Interested in partnering with a growing, human-centered team that does great things for Canadian organizations and the individuals connected with them? Arete is looking for an Accounting Technician to join our talented team.

**Job Title:** Accounting Technician

**Language:** Bilingual (English and French)

**Salary:** \$55,000 - \$67,000

**Location:** Longueuil, QC (Mostly remote with occasional in-office work)

**Position:** Full-time, permanent

**Application deadline:** Open until a suitable candidate is found

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## THE ROLE

As our Accounting Technician, you're a team player who can effectively collaborate with colleagues throughout the country. Working closely with the Manager of Finance and Human Resources, you'll play a crucial role in overseeing financial operations at Arete—helping to maintain accurate financial data, providing administrative support and contributing to various human resource activities.

Your day-to-day will include:

- **Bookkeeping:** entering financial transactions (invoices, payments and receipts) in QuickBooks Online.
- **Financial reporting:** assisting with preparation of monthly financial statements, compiling and analyzing financial data for accuracy and compliance with accounting principles.
- **Cash and expense account management:** monitoring cash flows, performing bank reconciliations, managing cash forecasts and controlling expenses and revenues for effective cash management.
- **Tax filings:** preparing and submitting periodic tax declarations that are compliant with current tax regulations.
- **Regulatory compliance:** staying up to date on the latest accounting and tax standards and updating procedures accordingly, ensuring Arete meets legal and regulatory accounting requirements.
- **Human resources development:** contributing to the development of the Human Resources department and improvement of organizational procedures.
- **Administrative support:** supporting the team with various administrative tasks.

## YOUR ABILITIES

- Your communication abilities are of the highest quality.
- You demonstrate excellent teamwork in all activities, from virtual collaborations to interpersonal relationships.
- Friendliness, empathy and professionalism are some of your superpowers.



- Challenges? You've encountered them all and have been able to solve them with your exceptional problem-solving skills, which are reinforced by your flexibility and adaptability in the face of change.
- You have stellar organization skills and seize every opportunity to improve process efficiency.
- You work well autonomously with minimal supervision, demonstrating integrity and transparency.
- You have outstanding analytical skills, an impressive attention to detail and are meticulous in your work.

## **YOUR EDUCATION AND EXPERIENCE**

- Diploma in accounting or equivalent.
- At least five years of demonstrated experience as an accounting technician or in a similar role.
- Experience with accounting principles and tax standards.
- Robust knowledge of Microsoft Office tools, QuickBooks Online and database technology.

## **A BIT ABOUT ARETE**

Our assistance programs provide outstanding, research-backed support to employees and organizations across the country. And because people come first at Arete, the warm and compassionate way we deliver those programs is second to none—it's an organization you can stand behind and feel proud to be a part of.

Additionally, being part of Arete comes with a competitive salary, excellent benefits package and a leadership team that embraces diversity and is dedicated to helping people live their best lives and do their best work.

To learn more about us and our programs, visit [www.aretehr.com](http://www.aretehr.com).

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## **APPLY!**

Interested in this position? Fantastic! Please send your resume, along with a cover letter, to Cathy Ramnandan, Manager of Finance and Human Resources, at [cramnandan@aretehr.com](mailto:cramnandan@aretehr.com). We thank all applicants, but only those selected for an interview will be contacted.