

## **Accounting Technician.**

Join a dynamic and professional team whose mission is to listen, advise and help its clients. Located in downtown Montreal, our law firm offers you a friendly work environment focused on human capital and high-quality services.

### **Responsibilities.**

Under the supervision of the Director of Finance, the Accounting Technician performs a variety of general accounting tasks, including recording financial transactions, conducting analyses, reconciliations, and preparing financial reports.

More specifically, the incumbent will have the following responsibilities:

- Reconcile and analyze certain balance sheet and income statement accounts monthly and annually;
- Perform recurring and non-recurring month-end journal entries;
- Conduct bank reconciliations for various bank accounts;
- Validate corporate credit card statements and related analyses;
- Handle various government remittances and associated reports (ex: GST and QST reports);
- Perform monthly variance analyses;
- Collaborate in the preparation of financial statements;
- Work closely with other team members to ensure the accuracy and reliability of financial information while maintaining effective communication with all team members;
- Ensure the continuity of fiduciary accounting operations during the vacations and absences of the fiduciary technician by managing transactions, reconciliations, and financial reports in accordance with procedures and standards;
- Collaborate with internal and external auditors during annual audits;
- Participate in the continuous improvement of accounting and financial processes;
- Participate in special projects, including the implementation of an accounting systems;
- Perform any other related accounting tasks.

### **Required education and experience.**

- Hold a college diploma (DEC) in accounting or equivalent;
- More than five (5) years of professional experience, ideally in a law firm;
- Knowledge of the 3E software (an asset);
- Proficiency in Microsoft Office Suite, including advanced knowledge of Excel.



### **Required skills.**

- Excellent interpersonal skills, team spirit, and sense of collaboration;
- Autonomy, initiative, and sense of priorities;
- Resourcefulness;
- Integrity, discretion, and respect for confidentiality;
- Ability to meet tight deadlines;
- Goal-oriented.

### **Why work at De Grandpré Chait?**

Strongly established within the business community for over 90 years, De Grandpré Chait is a legal firm of over 75 lawyers offering a niche-oriented approach in various legal areas.

- > Advantageous and competitive remuneration conditions;
- > Complete benefits plan;
- > Schedule of 35 hours per week;
- > Work-life balance;
- > Training and development programs;
- > Social activities;
- > New, fully renovated, modern and bright offices;
- > Easily accessible by public transportation.

### **To apply.**

Send your resume to Magdalena Kedziora, HR Advisor, at [recrutement@dgchait.com](mailto:recrutement@dgchait.com). Please note that only selected candidates will be contacted for an interview.