

Job offer

Accounting Technician

Villa Maria is a private co-educational high school with more than 1,600 students.

In a constantly changing world, our school advocates personalized support, combined with a stimulating environment. Students in both languages of instruction enjoy a bilingual and harmonious coexistence. By choosing to integrate technology into teaching, we develop an innovative, effective and humane pedagogy for our students.

Our Mission

We support our students in the development and realization of their full potential, so that they become responsible citizens of the world capable of meeting the challenges of tomorrow's job market.

The opportunity

Be part of a team that evolves and collaborates in a bilingual and innovative environment where people remain at the center of our concerns and where everyone's efforts are pooled to create a quality learning place for our community of students. A career at Villa Maria means working at a renowned school, which places a high value on diversity, inclusion and self-realization.



Interested in the challenge?

Send your application to carrieres-careers@villamaria.qc.ca

<https://villamaria.qc.ca/carrieres/>



Your role

As an accounting technician, your responsibilities will include:

- Analyzing and verifying accounting documents on a monthly basis in accordance with policies, recording transactions, reconciling corporate credit cards, and preparing electronic payment batches.
- Participating in annual and monthly billing, providing support to parents and staff, continuously improving processes, conducting monthly balance analyses, preparing deposits, and proactively tracking payments.
- Producing analyses for various budget line items, including sales taxes, as well as preparing financial statistics.
- Performing monthly bank reconciliations and assisting with the preparation of audit documentation, including the production of tax forms.
- Managing mail, organizing postal shipments, and performing any other related tasks requested by the immediate supervisor.

The colleague we are looking for has:

- A D.E.C. or A.E.C. in accounting.
- 1 to 3 years of relevant experience.
- Excellent knowledge of Microsoft Office.
- Knowledge of COBA (an asset).



WHY CHOOSE US AS YOUR EMPLOYER?

- Group insurance plan tailored to the needs of employees
- Employee Assistance Program
- Warm and human working atmosphere
- Historic and enchanting outdoor site
- Close to a subway station
- Free parking
- Professional integration program
- Mac laptop and tablet included

OUR VALUES



Respect for oneself, others and the environment



Confidence and surpassing oneself



Perseverance and intellectual curiosity



Creativity and innovation



Leadership



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