



## Job Description- McInnis Cement

### Accounting technician

**Location :** Port-Daniel-Gascons

**Reporting to:** Finance controller

**Status:** Permanent - Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel-Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The Company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

We are searching for a bilingual team player, with excellent soft skills, to join our team. The Accounting technician will be responsible for the following:

#### RESPONSIBILITIES

- ⚡ Understand and apply best practices related to health and safety at work, as well as the application of environmental standards;
- ⚡ Invoicing and monitoring approvals with the purchasing department;
- ⚡ Liaise between the plant and the accounts payable team at the head office;
- ⚡ Prepare accounting entries for end of periods;
- ⚡ Conduct analysis of the general ledger's accounts;
- ⚡ Participate in the financial statements preparation for the plant and its subsidiaries;
- ⚡ Participate in analyzing variances between budgets and results;
- ⚡ Contribute to preparing the cost reports for the various departments;
- ⚡ Collaborate in the budgets' preparation;
- ⚡ Participate in inventory counts;
- ⚡ Contribute to the preparation of year-end financial statements;
- ⚡ Participate in various cost reduction initiatives;
- ⚡ Collaborate in maintaining an excellent organizational climate with all departments;
- ⚡ Become personally involved in the local and regional community
- ⚡ Maintain order and cleanliness of the work environment (5S)
- ⚡ Perform other related duties;



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#### YOUR PROFILE

- ⚡ College degree (DEC) or certificate in accounting or Bachelor's degree in business administration with an accounting specialization;
- ⚡ Minimum of 3 years' experience in accounts payable and general accounting;
- ⚡ Excellent knowledge of Microsoft Office Suite, SAP an asset;
- ⚡ Strong organization skills;
- ⚡ Ability to manage priorities and meet tight deadlines;
- ⚡ Analytical mind;
- ⚡ Initiative and autonomy;
- ⚡ High accuracy and precision in processing and maintaining data confidentiality and files;
- ⚡ Team spirit, excellent collaborative skills and a positive approach;
- ⚡ Maturity and good judgment;
- ⚡ Proficiency in French and intermediate in English (spoken and written).

#### WHAT WE OFFER

- ⚡ To work in a growing Quebec organization, where you will find a dynamic and friendly work environment;
- ⚡ Challenges and projects by the ton;
- ⚡ A remuneration well above the market average;
- ⚡ A competitive benefits' program.

Please send your resume to [careers@cmcinnis.com](mailto:careers@cmcinnis.com), to the attention of **Carole Southière, Human resources consultant**.