

# BOOKKEEPER / OFFICE CLERK

Audio-visual industry

## WHAT'S THIS ABOUT?

Our client, a Lachine-based audio-visual services company, is searching for a bilingual, numbers-loving, organization-obsessed bookkeeper/office clerk to join its team.

Not only will you use your exceptional time management and multitasking skills to oversee weekly HR and administrative tasks, but you'll also apply your meticulous bookkeeping abilities to ensure accurate day-to-day financial transactions. From managing invoicing, collections and payroll to preparing cheques, commissions, EFT payments and reports, your affinity for numbers and your acute attention to detail will shine.

If working with people and numbers makes you happy and you're up to the challenge of reorganizing accounting systems, this just might be the role you've been looking for.

### ABOUT YOU

- Minimum of 5 years of experience in a similar role
- Ability to prioritize and manage multiple tasks
- Excellent organizational and problem-solving skills
- Advanced knowledge of Excel
- Good knowledge of Acoma and Avantage (required)
- Strong verbal and written communication skills in English and French (required)

### ABOUT US

- Salary: **\$50,000 +**
- Diverse team
- Office in Lachine for over 25 years
- Work with large brands to deliver high-quality A/V for corporate events

### IS IT YOU WE'RE LOOKING FOR?

Email **Melanie Diotte** with the position in the subject line.

**Attach** your complete resume.