

CORPORATE ACCOUNTING TECHNICIAN

Job offer: Permanent

Location: Montreal

Salary: According to experience

Starting date: As soon as possible

ABOUT BTB

BTB is an important owner of buildings in Eastern Canada. BTB owns more than 67 commercial, office and industrial properties totaling more than 5.4 million square feet in the Greater Montreal, Quebec City and Ottawa areas. At BTB, a tenant is a client. Therefore our standard of service is held high. BTB develops sustainable relationships with its Clients and strives to demonstrate its ongoing commitment to them.

SUMMARY JOB DESCRIPTION

Reporting to the Corporate Chief Accountant, the Corporate Accounting Technician will collaborate in the entire corporate accounting cycle and will be responsible of the accounts payable. In addition, the person will participate in the payroll process by doing compilations, verifications and reports. The selected candidate will be responsible for the following tasks:

Corporate accounting component :

- Codifying, verifying and following-up on accounts payable;
- Issuing payments to suppliers ;
- Producing monthly taxes' reports (GST - QST);
- Reconciliation of credit cards and petty cash;
- Help with cash management;
- Classify and archive some documents;
- All other related tasks.

Payroll process component :

- Collect, validate and enter the information for two different payroll cycle and through three corporate entities;
- Perform salary and social benefits entry (group insurance et RRSP);
- Charge allocation of costs of the expenses account;
- Help with year-end process and report production;
- All other related tasks.

DESIRED SKILLS

- Trustworthy, discreet and respectful of confidential information;
- Meticulous, able to perform repetitive tasks accurately ;
- Self-sufficient, and ability to meet a tight schedule;
- Positive, honest and reliable.

REQUIREMENTS

- Required: At least 3 years' experience in a similar position ;
- Required: Knowledge Quebec and Ontario payroll standards ;
- Required: Knowledge of MS Office (Excel, Outlook, and Word) ;
- Required: French and English, spoken and written;
- Asset: Knowledge of SPACE and Nethris softwares;
- Asset: Canadian Payroll Association certification ;
- Asset: Diploma in accounting technique.



BTB provides a friendly work environment, competitive compensation, and a benefits package.

Please, send your CV to:

rh@btbreit.com

We thank you for your interest. However, only selected candidates will be contacted.