



Position Title: **ACCOUNTING TECHNICIAN**  
Supervisor: Corporate Controller, Finance and Accounting Services

### **Position Summary**

Reporting to the Corporate Controller, this position contributes to the accounting management of the organization in particular to the tasks of analyzing, balancing and reconciliation, entry, filing, internal control, and similarly, for the various tasks in Accounting (eg: processing of accounts payable, preparation of payments, etc...).

### **Main Responsibilities**

- Daily preparation and entry of payable invoices (obtaining approvals and coding)
- Preparation and entry of VISA/Mastercard account statements (ensure approvals and coding)
- Verification and entry of expenditure accounts
- Preparation of bank transfers (invoices and credit card advances)
- Preparation and printing of payment batches (cheques, EFT, wire transfer)
- Revaluation of accounts payable
- Weekly and monthly bank reconciliations
- Daily entry of exchange rates
- Monthly exchange rate review
- Account for all multicurrency banking transactions on a daily basis
- Prepare bank transfers such as investments, inter-account transfers, FX contract
- Metal sales back-office
- Participate in the cycles of accounting and financial activities (e.g. record, reconciliation, reporting and analysis of selected accounts)
- Ensure, follow-up, and contribute requests from various dept as accounting support
- Participate in the month/year closure of the organization and assist in the preparation of documents for quarterly and annual closings

### **Personal and Professional Qualities**

- Prioritization of tasks, urgencies, and time
- Organization and efficiency
- Team spirit
- Autonomy and take initiative
- Dynamic and good interpersonal skills

### **Requirements**

- A must of a minimum of 3-5 years of experience in Accounts Payable and in Accounting
- Relevant training (DEC, vocational training)
- Fluency in French and intermediate level in English (spoken and written)
- Knowledge of Microsoft GP an asset

Please submit your application by email to: [swong@osiskogr.com](mailto:swong@osiskogr.com)