



Accounting Clerk

Nordik Group is a flourishing company whose goal is to rise to the top of the health, wellness, and tourism industries. We have proven ourselves as an industry trailblazer through our commitment and our mission. The goal of the Nordik Group is to develop 10 spas across North America by 2027, and to push the industry to new heights by offering industry-leading and innovative experiences in order to transform the company into an international leader in Nordic-style spas.

To fulfil our primary mission of transforming people's lives, one visit at a time, Nordik Group is leading multiple projects and gaining momentum by identifying business opportunities, getting involved, and bringing promising, large-scale projects to life. By diversifying our activities, Nordik Group has created value and has grown its market.

We are currently on the lookout for talented individuals who, through their skills, will contribute to Nordik Group's growth and the fulfilment of the company's mission. Join our team.

Nordik Spa-Nature employees are committed to upholding our company values:

- Accountability
- Engagement
- Respect
- Integrity
- Team spirit

Main duties

Reporting to the Director of Finance, the Accounting Clerk is responsible for invoices, accounts payable and receivable, and other financial records in accordance with established procedures. The successful candidate will also be in charge of bookkeeping and accounting records.

Responsibilities

- Record accounting entries
- Check and balance supplier account statements
- Open and process bills and manage accounts receivable
- Ensure the collection of all payments
- Answer various client questions and send missing invoices
- Enter information into the accounting software and verify information
- Follow up on expenditure accounts

- Make cheque payments and electronic funds transfers (EFT)
- Prepare government reports (GST/QST)
- Prepare various reports
- Perform other related tasks

Requirements

- DEC in Accounting or equivalent experience
- Minimum of 3 years' experience in the field
- Experience in bookkeeping and general accounting
- Bilingualism is essential (French and English)
- Excellent knowledge of the MS Office suite, including the manipulation of files with macros and pivot tables in Excel
- Knowledge of the Acomba system (an asset)

Profile

- High level of accuracy, attention to detail and technical fluency
- Excellent written and verbal communication and interpersonal skills in both official languages
- Ability to address conflicting demands and prioritize tasks
- Ability to work under pressure and within tight deadlines in a fast-paced and continuously changing work environment
- Good initiative and a proactive approach to daily tasks
- Methodical, precise, and detail-oriented
- Punctuality and reliability
- Demonstrated affinity for the values of the Nordik Group
- Positive and professional attitude; capable of working independently as well as being part of a dynamic team
- Capable of developing and maintaining positive and lasting business relationships
- Ability to manage several tasks and projects at the same time
- Tolerant of ambiguity and stress

Salary

Based on the pay scale and benefits in effect at the Nordik Group.

Work schedule

Monday to Friday. Occasional evenings and weekends.

To apply

Please fill in the I-Recruitment job application questionnaire on our Careers page.

In this document, the masculine gender is used to lighten the text and is meant to be inclusive and used for both men and women.