

## LEARN

Position: Accounting Clerk  
Start date: As soon as possible  
Location: LEARN head office, Laval  
Salary: To be determined with respect to experience and schooling  
(From \$30000 to \$35000 annually)  
Terms: Full time position

### Job description:

- 1) Reporting to supervisor
- 2) Data entry for the accounting department
- 3) Payables data entry
- 4) Receivables data entry
- 5) Bank reconciliation
- 6) Reporting and Support
- 7) Document classification
- 8) All related task determined by supervisor

### Qualifications:

- 1) Studies in basic accounting principles
- 2) Familiar with Microsoft Office software
- 3) 3 years of pertinent experience
- 4) Fluent in English and French
- 5) Ready to accept flexible work hours
- 6) Team player

Please send CV to Doris Kerec, Coordinator Financial Services at  
dkerec@learnquebec.ca