

Reference Number: 2223-CR-002 AAT
Work Location: Hybrid – St-Laurent (Technoparc)
Status: Permanent, part-time
Category: Employee
Job posting start and end date: 20/03/2023 – 20/04/2023 23:59
Salary Range: Based on experience

ACCOUNTING AND ADMINISTRATION TECHNICIAN

Do you have an entrepreneurial spirit? Do you have projects and enjoy continuous learning? Is customer service a mission for you? So maybe you're the person we're looking for? CERASP, the centre of expertise in pharmaceutical innovation, is a non-profit organization. Our mission is to develop and support applied research, training and technology transfer related to the discovery, development, and evaluation of innovative solutions in the pharmaceutical field. We aim to help Quebec's biopharmaceutical, pharmaceutical and cosmetic industry, and communities by offering effective and cost-effective solutions through applied research, technology development and small-scale pharmaceutical production.

CERASP adheres to an equal access to employment programme and invites women, visible minorities, ethnic minorities, indigenous peoples, and persons with disabilities to submit their applications.

We are currently looking for a candidate to fill the position of Accounting and Administration Technician.

Functions

The incumbent will be responsible for the follow-up of administrative files of the Directorate General, the Board of Directors and accounting files (suppliers and clients), Customer Project Dashboard and Centre Dashboard Management and grant support as required. The main responsibilities are:

Be involved in all stages of the accounting cycle and be able to provide technical support in all accounting related tasks;

Assist in the preparation and control of the operating budget;

Gather data and prepare periodic and special reports;

Support and assistance work related to the management of human, financial and material resources;
Coordinate and plan administrative aspects of the Board;

- Participates in special projects and supports the Executive Director in projects and events that fall within her function;
- Maintains and organizes the Branch file filing and archiving system; Performs any other related tasks as requested by management on an ad hoc and/or regular basis as required.

The required profile

CERASP wishes to entrust this position to a person with a high level of rigour and adaptability, good communication and an excellent command of common computer tools (Microsoft Office Suite, etc.) and computerized accounting software. Is able to prioritize tasks, ensure deadlines are met and procedures are followed.

The candidate also has a good ability to create and maintain harmonious relationships with internal collaborators and external partners, is able to recommend relevant solutions and demonstrates sound judgment.

The requirements

Education and experience

- Have an appropriate diploma/degree or combination of significant work experience with a recognized degree;
- Demonstrate at least 5 years of relevant experience in a support position;
- Demonstrate excellent interpersonal, writing and analytical and synthesis skills in a stressful environment.

Other requirements

- Fluent in spoken and written French. Fluent in spoken and written English
- Proficiency in Office 365.
- Ability to manage multiples files at once.
- Note-taking and writing skills.

Assets

- Knowledge of Not for Profits, Start-ups or research centers
- Knowledge of the CCTT and/or CEGEP network.

To apply, please send your CV and cover letter detailing the main experiences related to this announcement to info@cerasp.ca quoting reference number **2223-CR-002 AAT**

Comments:

We thank all candidates who submit their resumé for review. However, only candidates selected for an interview will be contacted.