

# DIRECTOR OF ACCOUNTING (Maternity Leave Replacement)

Victoria Park, Montreal's leading urban retreat is searching for a Maternity leave replacement for our Director of Accounting.

With a strong background in bookkeeping and experience working within small and medium sized companies, you have the ability to multitask, are smart, hard working, and tenacious. You are a team player and have an understanding of the entrepreneurial spirit!

Responsibilities will include, entry of payables into Simply Accounting, managing accounts receivables, entry of daily transactions into Simply accounting, preparing all internal financial statements, preparation of various analytical reports, GST and QST reporting, issuing all checks, payroll management in Nethris as well as working on ongoing special projects.

Some of the advantages include working in a fun, dynamic and growing company, free membership to the Victoria Park Health Club, associate discounts on Victoria Park services and products and interesting work for multiple companies.

Please note this is a maternity leave contract and has an expected end date of four or five months from date of hire.

Interested candidates should send their resume along with a cover letter to [careers@vicpark.com](mailto:careers@vicpark.com). Only successful candidates will be contacted for an interview.