

DIRECTOR OF FINANCE AND ACCOUNTING (FULL-TIME)

Victoria Park is Montreal's leading urban retreat. In a single facility with inspiring design and stunning views of Mount Royal, Victoria Park integrates a world-class Medispa, a full service Spa, private Health Club, nutrition services, rehabilitation therapy and hair studio.

We are searching for a ***Director of Finance and Accounting***. With a designation in accounting and 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! No task is too big or small. You have a desire to lead a team and pass along your knowledge of accounting practices and procedures.

Responsibilities;

- 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 including monthly bank reconciliation, journal entries, Audit files
- GST and QST reporting
- Issuing all checks
- Payroll management in Nethris
- Participating in ongoing special projects

Requirements:

- Professional designation in accounting
- Minimum of five years of relevant experience
- Strong analytic and accounting skills
- Strong attention to detail
- Sense of professionalism and integrity
- Strong excel skills

- Bilingual (French and English), written and spoken

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

Benefits:

This is a full time position to start immediately. Benefits include Health Club membership, discount on wellness services, new associate welcome package, Health and Dental benefits.

For more information on Victoria Park please **visit our website at www.vicpark.com**. Please send your resume along with a cover letter to the attention of our Human Resources Director, careers@vicpark.com. We appreciate your interest in the position. Only eligible candidates will be contacted