



ACCOUNTING TECHNICIAN

The company

HydroTech Mining is a Quebec-based leader in water management solutions for the mining industry, with over 50 years of collective experience. We design, manufacture and distribute robust, reliable and durable pumping systems for the most demanding environments.

Why join us?

- Sustainable innovation: Contribute to projects that combine technical performance and a reduced environmental footprint.
- International growth: Presence in Canada, Mexico and continued expansion in North America.
- Rewarding career: Evolve in a collaborative, stimulating and human environment.

Position Summary

Under the supervision of the Director of Finance & Accounting, the Accounting Technician plays a key role in the management of accounting and payroll operations for HydroTech Mining and its management companies. He/She collaborates closely with several internal stakeholders and actively contributes to financial rigour, process compliance and the smooth running of the organization's administrative activities.

Benefits offered

- Permanent position, Full-time
- Competitive salary
- Position based in our Longueuil or Val-d'Or office, depending on preference
- Possibility of flexible hours and telecommuting
- Comprehensive group insurance and employee assistance program
- Dynamic social committee and space for open discussion with management
- HydroTech Group Participating RRSP Program



Key Responsibilities

Accounting / Accounting cycle

- Ensure the collection and management of supporting documents
- Record accounting operations and post them in the various journals
- Maintain the general ledger
- Perform account reconciliations
- Participate in the preparation of the end of the month and the end of the year
- Provide support to the accounting activities of HTM entities and management companies

Payroll

- Create and maintain employee records in payroll systems
- Tracking and processing payroll
- Manage time, leave and absence banks
- Perform termination processing
- Ensure the payment and follow-up of RRSPs and DPSPs
- Perform payroll-related accounting entries
- Produce year-end runs (provincial and federal returns)

Administrative tasks

- Manage incoming and outgoing mail
- Manage and follow up on administrative emails

Job Requirements

- Diploma of Collegial Studies (DEC) in Accounting Techniques
- 2 to 5 years of experience in a similar position
- Functional English, especially in writing
- Proficiency in the Microsoft Office suite



- Knowledge of Microsoft Business Central and Nethris (asset).

Desired profile

- Rigour, organizational skills and attention to detail
- Autonomy and good priority management
- Discretion and respect for confidentiality
- Ability to work in a changing environment

To apply, click on the button below:

→ **Send my application**