



## Bookkeeper

Hart Stores Inc is a leading operator of mid-sized department stores in Eastern Canada. We presently operate 60 stores in the provinces of Ontario, Quebec and New Brunswick. The innovative Hart Team, operates its Head Office and Distribution Centre from its location in Laval.

We are a team passionate about the retail business and are constantly in search of new challenges and opportunities. Hart Stores fosters an environment of continuous growth and development for all of its employees. We are motivated individuals who are dedicated to providing countless choices and excellent customer service to all our customers.

Our culture may be one of small businesses, however, our results are those of big businesses.

Join us and make a difference!

### **What does the job consist of?**

- Receive and verify invoices suppliers
- Proceed payment of invoices
- Help prepare financial statements on a monthly and quarterly basis and analyze them
- Help prepare reports for electricity consumption \ payroll \ leases and expense accounts
- Perform any other related tasks requested by Immediate Superior

### **What are the job requirements?**

- College Degree in accounting or equivalent
- 2 years experience in a similar position
- Experience in a retail environment (an asset)
- Fluently bilingual (both verbal and written)
- Advanced knowledge of excel
- Good analytical skills
- Good knowledge of accounting software
- Attention to detail