

Job overview

Our client is looking for an intern in accounting or finance to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets.

Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes.

Ultimately, you will provide them with accurate quantitative information on the financial position, liquidity and cash flows of our business, while ensuring we're compliant with all tax regulations.

Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Requirements

- Experience with accounting or finance at any organization
- Excellent english written and spoken skills
- Must speak French
- Great writing skills
- Time management skills
- Exceptional attention to details
- Great excel skills

Deadline: February 12th, 2023

Note: The internship is paid