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<b>POSITION</b>	<b>Clerk, accounting (temporary 6 months with possibility of extension)</b>
<b>LOCATION</b>	<b>Montréal, Québec</b>
<b>REFERENCE</b>	<b>FIN06</b>
<b>SUPERVISOR</b>	Director, Accounting and Financial Information
<b>SUPERVISING</b>	N/A
<b>SUMMARY</b>	The chosen candidate will be responsible for supporting the accounting team in various tasks linked to the time sheet system.
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>▪ Assist with implementation and parametrization of time sheet system</li><li>▪ Perform system configuration</li><li>▪ Data entry</li><li>▪ Support users of time sheet system</li></ul>
<b>EDUCATION</b>	College diploma (DEC) in accounting
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ One (1) year relevant experience</li></ul>
<b>OTHER ABILITIES</b>	<ul style="list-style-type: none"><li>▪ Mastery of MS Office, especially Excel</li><li>▪ Bilingual, French and English</li><li>▪ Team player</li><li>▪ Ability to work with minimal supervision</li></ul>

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If this position is of interest to you, please submit your resume to [careers@enerkem.com](mailto:careers@enerkem.com) and indicate the position and related reference number. Thank you.

The masculine form used in this document designates without discrimination both women and men.