

Come Join the THORASYS Team!

THORASYS is a dynamic health tech company based in Montreal's Mile-Ex neighbourhood. We develop, manufacture and market state-of-the-art medical technologies that introduce new approaches to the diagnosis and monitoring of lung diseases such as asthma and COPD. Our mission is to revolutionize the practice of pulmonary medicine through innovative and accessible solutions that elevate the care experience of patients globally.

Become part of our rapidly growing, multi-cultural team of passionate specialists and visionaries. If you are ambitious, solution-oriented and have an entrepreneurial spirit, you'll fit right in! Participate in creating game-changing technologies that drive a noble purpose: making lung function testing easier and more accessible, thereby improving the well-being of millions of patients worldwide. Our solutions promise to reduce emergency visits and hospitalization rates, as well as health care spending. We are looking for new talent to join us in this meaningful journey.

To work alongside our ambitious accounting team in developing next-generation digital health solutions, we are seeking an engaged and motivated:

Accounting Clerk

Reporting to the Controller you will compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Specific responsibilities:

- Using bookkeeping databases, spreadsheets, and software such as Microsoft Excel;
- Managing accounts payable and accounts receivable;
- Receiving and recording cash and cheques;
- Producing a variety of reports and lead sheets;
- Checking for accuracy in reports, figures, and postings;
- Managing transactions for cash and cheques with banks;
- Interacting with management, customers, and vendors;
- Prepare cheque and EFT runs to ensure employees, contractors, and vendors are paid on time;
- Follow inter company chargeback requests;
- Prepare monthly transaction reports;
- Perform all tasks requested by management.

Requirements

- Excellent attention to details and data entry skills;
- Must be able to organize material and present information clearly and concisely in verbal and written form;
- Post-secondary education – CEGEP 3-year technical program in accounting; AEC, DEP;
- Consideration may be given to those possessing accounting training with a minimum of 5 years 'relevant experience;

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- Must demonstrate skills in PC software applications, specifically the MS Office suite and typically any recognized accounting software product;
- 2 to 5 years of relevant experience;
- Must be able to maintain sensitive and confidential information.

Additional Assets

Fluently bilingual (French, English)

Benefits

THORASYS offers excellent packages including supplemental insurance coverage, retirement savings programs and other benefits and policies to support personal and professional growth and enable a healthy work-life balance.

Site to apply: <https://secure.collage.co/jobs/thorasys/28314>