

## Accounting & Management Technician

Amundsen Science (<http://www.amundsen.ulaval.ca>) is a not-for-profit organization funded by the Canada Foundation for Innovation and is responsible for the management of the scientific program of the Canadian icebreaker CCGS *Amundsen*, a state-of-the-art research platform that accommodates the needs of physical, chemical and biological oceanographers, paleo-oceanographers, marine geologists and geophysicists, marine ecologists, atmosphere and ocean colour specialists, and epidemiologists studying Inuit health.

ArcticNet (<http://www.arcticnet.ulaval.ca>) is a not-for-profit organization funded by the Networks of Centres of Excellence of Canada program to bring together scientists and managers in the natural, human health and social sciences with their partners from Inuit organizations, northern communities, federal and provincial agencies and the private sector. The ArcticNet Administrative Secretariat is hosted by Université Laval in Québec City and supports the similar needs of both Amundsen Science and ArcticNet.

### WORK DESCRIPTION:

Under the supervision of the Amundsen Science Executive Director, the Technician will work closely with the Finance and Administrative Manager to undertake the following tasks:

- Complete purchase orders, payment requests and travel expense reports using the Université Laval's Peoplesoft and Explo systems.
- Prepare invoices and track accounts receivable.
- Assist in the preparation of the expenditure reports and financial statements.
- Support the preparation of annual audit files for Amundsen Science
- Support the production of organization annual reports to the Granting agency
- Provide general administrative support to organization management, as required.

### ESSENTIAL QUALIFICATIONS:

- DEC or AEC in office administration or accounting, or equivalent certification
- 1 to 3 years relevant experience
- Knowledge of the Microsoft Office suite (Word, Excel and Outlook)
- Bilingual: French and English

### ASSET QUALIFICATIONS:

- Knowledge of Université Laval's Peoplesoft and Explo systems
- Knowledge of accounting software (e.g. Sage 50)

### WORKPLACE:

The offices of Amundsen Science and ArcticNet are located at Université Laval in Québec City. It is a Francophone work environment however several tasks related to this job require good communication skills in English therefore an excellent command of both oral and written French and English is required.

**WORK CONDITIONS:**

Contract until March 2019 with possibility of renewal until March 2022. Position to be filled immediately.  
Salary: \$40,000 to \$45,000 depending on years of experience

**Submit your cover letter and CV to:**

Réal Choquette

Administrative Director, ArcticNet Inc.

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