

We are currently seeking candidacies for an

ACCOUNTING CLERK

Green Cross Biotherapeutics is seeking an Accounting Associate to add to their team in Montreal. You must possess a strong knowledge of the complete accounting cycle and be detail oriented. Reporting to the Accounting Lead, the Accounting Associate will be the primary contact for questions relating to company accounts both from internal and external clients and suppliers. You will consolidate the necessary information leading to the preparation of financial statements and process day-to-day payables.

The challenges of the job...

Your **key duties and responsibilities include:**

- Processing and entering invoices, expense reports and other financial transactions, including tax remittances
- Ensuring complete, accurate and relevant Balance Sheet account reconciliations on a timely basis
- Monitoring and tracking account variances and ensuring timely resolution
- Preparing and recording journal entry postings, reconciling GL accounts
- Analysing and preparing bank deposits, maintaining electronic and physical financial records
- Reviewing and filing payroll documents
- Preparing and participating in quarterly and annual audits
- Improving the efficiency of existing procedures for improved standardisation

Do you have...

The following **qualifications and skills:**

- A College or University Degree in Accounting or Bookkeeping or related discipline
- 3-5 years of experience in a similar role
- Strong knowledge of the accounting cycle
- Proficiency with the MS Office Suite, experience with SAP, an asset
- Proven organisational skills, detail orientation and honesty
- Bilingualism (French and English) both spoken and written as well as excellent interpersonal and communication skills

Our biopharmaceutical company was a greenfield project and is now positioned to launch its activities. We are growing rapidly, join our dynamic team!

Forward your cv and presentation letter to Careers@GreenCrossBT.com

Visit us at www.GreenCrossBT.com

About us...

As a global leader in healthcare, GCBT provides safe and effective solutions for the evolving needs of the industry. Headquartered in Yongin, South Korea since 1967, we specialize in the development and manufacture of plasma derivatives, preventive vaccines, recombinant proteins and therapeutic antibodies.

After more than 50 years in business, we are an internationally recognized specialty biopharmaceutical company. GC Pharma employs over 5,000 people in its 15 subsidiaries worldwide. Our GCBT Montreal subsidiary (located in the St-Laurent TechnoParc) is the only intravenous immunoglobulin (IVIG) and albumin manufacturing plant in Canada. This state-of-the-art facility marks the beginning of a new chapter in the history of the Canadian biopharmaceutical industry.

The products manufactured in this facility will provide key therapeutic solutions for the treatment of patients with infectious and immune diseases, severe burns and those needing blood-volumizing agents.