



Kevin Pavelack
Director Human Resources
Alimentation Couche-Tard, Inc.
4204 Industrial Boulevard
Laval, QC H7L 0E3
(450) 231-4018
candidature@couche-tards.com
<https://www.couche-tard.com>

ORGANIZATION DESCRIPTION:

Headquartered in Laval, QC, Alimentation Couche-Tard, Inc. is a convenience store chain founded in 1980. Alimentation Couche-Tard, Inc. operates primarily in Canada under the names 'Couche-Tard' and 'Mac's', and in the U.S. primarily under the Circle K banner. Our mission at Couche-Tard is to make life easier for our customers every day. Our global network of more than 130,000 people working in more than 16,000 stores in 25 countries is the one that makes this possible for our millions of customers every day.

JOB TITLE: PART-TIME ENTRY-LEVEL ACCOUNTANT

JOB TYPE: PART-TIME

RATE: \$24.45/HR

DURATION: 4 WEEKS (12HRS/WEEK)

JOB DESCRIPTION:

Every day, thousands of attendants, permanent and students, supply all our convenience stores nationwide. More than 2600 products are available and ready for delivery. Whatever your ambitions, there are opportunities for you at Couche-Tard, because together - we grow. Our company is looking for an entry-level accountant/bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as the ability to communicate clearly. The ideal candidate is familiar with accounting software packages, like Quickbooks.

RESPONSIBILITIES:

- Use bookkeeping software and spreadsheets
- Enter (post) financial transactions into the appropriate computer software
- Balance and maintain accurate ledgers
- Receive and record checks for deposit
- Reconciles cash receipts, bank statements, and other accounts monthly
- Establish credit with vendors when necessary
- Prepare bank deposits and inter-company bank transfers, as directed by management
- Maintain historical records by filing documents

REQUIREMENTS:

- High school education or equivalent is a must, college degree is a plus
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software
- Good organizational skills and recordkeeping with excellent attention to detail
- Ability to prioritize and multitask
- Ability to process, protect, and exercise discretion in handling confidential and sensitive information and materials in a professional manner
- Integrity, professional attitude and appearance, trustworthiness, ability to work on multiple projects and meet deadlines.

ADDITIONAL INFORMATION:

Those interested in this position should send their resume to the Human Resources Department by email at: candidature@couche-tards.com

EEO:

Alimentation Couche-Tard, Inc. Is proud to be committed to providing Equal Employment Opportunities to person without regard to race, creed, colour, religion, national origin, sex, marital status, citizenship status, age, veteran status or disability.