



Each day, our 400 devoted employees who are passionate about aviation offer our customers a first-class experience. From our bases in Montréal, Val-d'Or and Timmins, we service 16 destinations towards the Cree communities in Northern Quebec and Ontario with regular flights, freight services and chartered flights.

We recruit motivated people who join a qualified team where each person puts the customer and safety at the core of their actions and decisions. To round off our team based in Val-d'Or, we are actively looking for a:

## CLERK—ACCOUNTS RECEIVABLE

(Full time - 36.75 hours/week)

### YOUR ROLE

In close collaboration and in support to the financial management and accounting team, you will be called to take charge of the tasks related to accounts receivable especially, opening customer accounts, writing receipts in the accounting system and controlling the collection of accounts receivable.

### DO YOU HAVE THE RIGHT PROFILE?

You are trained in accounting (Quebec College Diploma [DEC]) and have 2-years relevant experience in a similar position. You are organized, meticulous and able to prioritize your tasks to respect timelines and due dates. You are tactful and use good judgment to communicate efficiently to get the desired outcomes while keeping the customer at the core of your actions and decisions. You are enthusiastic and contribute positive energy to the team. You have excellent mastery of French and English (oral and written) and of the MS Office suite including mastery of Excel. You understand the importance of the confidentiality of the information that you handle. Knowledge of the Cree culture and language is an asset.

### AN INSPIRING WORKPLACE

Choosing to work for Air Creebec means joining a passionate team, a growing company located in a dynamic city recognized for its quality of life and a workplace that supplies a stimulating environment that facilitates the development and fulfilment of its employees. We offer competitive work conditions such as a pension plan and group insurance with a high employer contribution as well as air travel advantages and more.

Send your application and indicate why you would want to join Air Creebec to the following email address: [rh@aircreebec.ca](mailto:rh@aircreebec.ca).

*We thank all candidates for their interest, but only those candidates who are being considered will be contacted.*