



Équipements de chauffage
haute performance

ACCOUNTING CLERK

You are known for your rigor and your great sense of organization? You like accounting and teamwork is important to you? Having a flexible schedule, group insurance, a retirement savings plan and many other benefits appeals to you?

Thermo 2000, located in Richmond, is currently looking for an Accounting clerk to support its growth.

The employee will evolve in a team where mutual aid and collaboration are top priorities. The main responsibility will be to support the accounting department while also providing support to the administrative and logistical teams.

More precisely, he or she will:

- Process accounts receivable and produce account statements;
- Process accounts payable (data entry, coding, invoice matching and supplier payments);
- Track accounts receivable and collect unpaid invoices;
- Support the accounting department through various related tasks;
- Provide support to various administrative tasks and occasionally to customer service (data entry, filing, purchase of supplies, mailing, receiving customers, taking calls, etc.).

YOU ARE THE PERSON WE ARE LOOKING FOR IF:

- You have at least a 2-year experience as well as an accounting training;
- You are familiar with Windows and the Office Suite;
- You are familiar with accounting software (Acomba – an asset);
- You are organized, autonomous and have an ability to prioritize;
- You are bilingual – English and French (an asset).

If this exciting challenge is of interest to you, please send your resume confidentially to the following email: madumoulin@thermo2000.com

We look forward to meeting you!

Thermo 2000 (www.thermo2000.com) conceives, develops and manufactures a complete range of equipment for domestic water heating and hydronic systems. The company is recognized as a leader in research of innovative solutions in residential, commercial and institutional applications.