

## We are looking for Administrative Assistant/Accounting Clerk

### What we offer:

A casual and collaborative work environment within a cool team!

- A culture focused on personal development where opinions and ideas are valued
- A voice and a significant influence on technical decisions
- Professional development including regular lunch & learn in teams
- Social activities: video games, barbecues, Happy Hours, etc.
- Flexible schedule, work-family balance
- Work location flexibility: enjoy the fully equipped kitchen and a modern office environment at our Montreal headquarters or add to our remote work team from across the country.
- A full range of benefits, including an employee assistance program, dental, medical and disability coverage
- Equipment and tools at the cutting edge of technology

### Who are we?

Prospects designs software that allows brokers to stay connected to the MLS system and at the same time engaged with their clients. Our tools: a real estate CRM and a mobile real estate search application. Our CRM facilitates business growth for real estate professionals and manages over 900 million customer relationships. Our mobile real estate search tool allows brokers, their prospects, buyers and sellers to access more than 22 million real estate listings from their phones and tablets. Prospects has over 300,000 unique users in North America and that number continues to grow rapidly!

Prospects is expanding its team! We are currently seeking an Administrative Assistant/Accounting clerk to work under the supervision of the Director of Finance. The candidate will be part of an innovative company that contributes to the advancement of the real estate industry through its technology solutions.

### Your responsibilities

The candidate will perform various accounting, clerical, and administrative tasks:

- Data entry, various reports to be generated (Excel and Acoma)

- Management of client files and processing of accounts payable
- Billing management (online and with accounting system)
- Processing of accounts payable
- Follow-up on accounts receivable and proceed with collection
- Processing of refused online payments (Bambora, Zendesk software)
- Collaborate in the month-end and fiscal year-end closing process; Bank and credit card reconciliation (Canadian and American accounts)
- Administrative support to team members (expense accounts, clerical reports to be validated, accounting of expenses and tracking of invoices)
- Filing and scanning of invoices, files and other documents.
- Perform all other related accounting and administrative tasks to help the department run smoothly
- All other related tasks

### **Must-Haves**

- Minimum of 5 years' experience in a similar position
- DEP or AEC in accounting/secretarial (desired)
- Bilingualism (French and English, spoken and written)
- Good knowledge of the Microsoft Office Suite (particularly Excel, Outlook)
- Knowledge of accounting software (Acoma, Quickbooks)
- Good skills in using different types of software and with computers in general
- Good ability to manage priorities, strong organizational skills
- Autonomy, initiative, and follow-up of results
- Excellent interpersonal skills, team spirit and sense of collaboration
- Availability and flexibility
- Integrity, discretion, and respect for confidentiality
- Diplomacy and attention to detail

If you are interested in this opportunity, please send your CV to [cv@prospects.com](mailto:cv@prospects.com).

We look forward to meeting you!