

## JOB OFFER: Accounting & Finance Coordinator

CANADEST Business Brokers Inc. is a professional firm specialized in the transfer of Businesses offering services to the entrepreneurs who wish to sell or to buy existing Businesses. CANADEST Business Brokers Inc who cover presently the territory of all the Maritime is at present in search of a person to fill the position of Accounting Coordinator and Financial Analyst.

### DESCRIPTION OF TASKS:

- Coordinate the administrative and accounting activities of the firm and associates companies.
- Data entry and produce compilation of the financial statements for the clientele in the Financial Analysis tool, as well as doing the research and financial analysis to produce confidential Business Valuation Report.
- Writing business profile and business plan in both official languages
- Coordinate the preparation of MPSP Report and produce in writing the CBO AND CBP in both official languages..
- Assisting to the creation of the visual presentations as PowerPoint, displays, contests, inserts, emailing and comparators, etc.
- Organize webinars by using the technology communications tools and software.
- Make the compilation of financial data and statistics, as well as other various administrative tasks.

### SKILLS AND KNOWLEDGE:

- Knowledge in research methods, as well as financial analysis and accounting
- Capacity to use various IT programs and software among which Microsoft Office Suite and the Simple Accounting Sage. Interest for the business world and finance.
- Knowledge of the web and operational use of it as well as Technologies belong to it
- Capacity to work autonomously and to juggle with multiple tasks
- Excellent knowledge in writing skills and to speak both official languages (French and English)
- Professionalism, initiative, teamwork and capacity to communicate well
- Required University or College Degree

### WORKING CONDITIONS:

- Permanent position ( 1 ): 35-40 hours / week
- Salary: to discuss.
- Should be able to start at end of January 2017.

Workplace: Head Office 3543 Main Street, Suite #5, Tracadie, NB E1X 1C9

Please send your application with Resume and motivation letter by e-mail at [info@canadest.com](mailto:info@canadest.com) before January 20th, 2017. Only retained candidates for an interview will be contacted.

