



# PAYROLL AND ACCOUNTING AGENT

**INNOTEX INC.** is a leading designer, manufacturer and distributor of personal protective equipment and turnout gear for firefighters and first responders. Our commitment to innovation and teamwork has made us the trusted partner of thousands of fire departments across the globe. We have three factories in Quebec, Canada and one in Ohatchee, Alabama. Our successful team is growing rapidly.

If you enjoy working in an industry that makes a difference in the field of community protection and safety, then we have the perfect role for you. We are currently looking for a dynamic person to be our **Payroll and Accounting Agent**. This position is based in Richmond or Montreal, Quebec.

## MAIN RESPONSIBILITIES

- Participate in the processing of customer accounts for the INNOTEX Group
- Participate in the processing of accounts payable
- Validate supplier statements
- Prepare payroll (knowledge of the Desjardins system)
- Perform various administrative tasks
- Participate in the monthly and year-end financial closing

## QUALIFICATIONS AND EXPERIENCE

- DEC or DEP in Accounting with equivalent experience
- 2 to 5 years of accounting experience
- Intermediate knowledge of Microsoft Office Suite and Excel
- Bilingual (French and English) both spoken and written, to communicate effectively with our English- and French-speaking internal teams and partners
- Knowledge of Desjardins payroll system or other payroll systems

## KEY SKILLS

- Collaborative attitude and ability to work effectively within a team
- Strong priority management, adherence to tight deadlines, and ability to work under pressure
- Professionalism, rigour, discipline, and keen attention to detail



- Ability to perform tasks efficiently

## WHAT WE OFFER

- Dedicated and passionate team
- Flexible work schedule and work-life balance
- Competitive salary with bonus
- Group insurance with telemedicine services and a pension fund
- Access to an employee assistance program
- Free parking or public transportation for our Montreal plant
- Possibility of hybrid remote work
- Ongoing training
- Referral program

If this role aligns with your skills and career aspirations, please send your application to our Human Resources department at [RH@innotexprotection.com](mailto:RH@innotexprotection.com).