



Renewable Energy.  
Sustainable Development.

**JOB POSTING #ACC183**  
**POSITION: CLERK – ACCOUNTS PAYABLE**  
LONGUEUIL, QUEBEC (CANADA)

### COMPANY PROFILE

Innergex Renewable Energy Inc. is a global player with an extensive and growing portfolio of assets in Canada, the United States, France, Chile and Iceland. The Company develops, owns, acquires and operates run-of-river hydroelectric facilities, wind farms, solar farms and geothermal plants exclusively producing renewable energy.

Sustainable development producing positive social, environmental and economic results guides our actions. We are not only proud of the work we do, but also of the way we do it. Our many accomplishments and continued successes are made possible by our outstanding team of employees.

Innergex, a publicly traded company, has offices in Longueuil, Vancouver, Lyon and San Diego.

The chosen candidate will be based at the company's head office located in Longueuil, steps away from the Longueuil-Université de Sherbrooke metro station.

### ROLE AND RESPONSIBILITIES

Reporting to the Senior Manager - Accounting, the main responsibilities of the Clerk – Accounts Payable are as follows:

- Prepare and codify batches of invoices, obtain required approval, and enter data into the accounting system;
- Prepare checks, obtain required approval and signatures, and send them to the appropriate recipients;
- Process expense accounts and codify them in the accounting system;
- Perform required filing;
- Perform other related tasks.

### PROFILE

- Excellent concentration skills, ability to work under pressure and with tight deadlines;
- Solid organizational skills and a strong ability to handle multiple tasks with precision and thoroughness, while meeting deadlines;
- Autonomous and able to learn quickly;
- Strong abilities for teamwork and solid interpersonal skills.

### PROFESSIONAL REQUIREMENTS

- Relevant training in accounting;
- 2 to 3 years of relevant experience in a similar position;
- Proficient with Microsoft Office, especially Excel, and data entry;
- Excellent skills with software in general (ex: Great Plains, Acrobat);
- Knowledge of general accounting procedures;
- Experience in managing multiple currencies an asset;
- Experience in a business with multiple companies, an asset;
- Experience in a public company an asset;
- Proficiency in French and English, both spoken and written.

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**[HR@innergex.com](mailto:HR@innergex.com) • [www.innergex.com](http://www.innergex.com)**

Please note that only candidates selected for an interview will be contacted. The masculine is used in this publication without prejudice for the sake of conciseness.