



JOB OFFER

DEPUTY DIRECTOR GENERAL AND DEPUTY CLERK-TREASURER

Category : Administration / Finances

Position type: Permanent / Full time

Due date: Applications will be accepted until December 15, 2024

Start date : Immediately

JOB DESCRIPTION

The incumbent, in conjunction with the Director general and Clerk-treasurer, is responsible for all activities related to the municipality's records of proceedings, in accordance with the Municipal Code and internal policies. The incumbent assists the Director general and Clerk-treasurer in her duties and replaces her in her absence. The incumbent is responsible for the Municipality's accounting and performs all other related duties as requested by the Director general and Clerk-Treasurer.

MAIN TASKS AND RESPONSIBILITIES

- Handle the full cycle of accounting tasks (taxation, assessment roll updates, transfer duties, collections, miscellaneous billings, payroll, suppliers, GST/QST, bank reconciliation, etc.).
- In collaboration with the Director general and Clerk-treasurer, carry out budget planning and short-, medium- and long-term planning of municipal infrastructure projects based on priorities established by the Municipal Council. Help prepare the budget, annual financial report and audit file. Participate in the reporting of completed projects.
- Help manage municipal contracts in accordance with the Municipality's Contract Management Policy.
- Provide all relevant information to the Director general and Municipal Council for decision-making purposes.
- Assume the role of substitute manager in the application of the *Act respecting access to documents held by public bodies and the protection of personal information*.
- Maintain and develop harmonious relations with citizens, employees and any other group, association or partner.
- Recommend and implement measures to improve operational efficiency and productivity.
- Provide taxpayers with general information on all municipal activities.
- Plan and attend Council meetings when required.
- Participate in human resources management.
- Carry out any other mandate or task assigned by General direction.

REQUIREMENTS

- College diploma (DEC) in a field relevant to the position, ideally in accounting, finance or administration. Any field deemed relevant will be considered.
- At least two years' management experience.
- Any other combination of relevant training and experience may be considered; experience in the municipal sector would be an asset.
- Proficiency in standard IT tools (including Office suite).
- Knowledge of PGMégaGest accounting software is an asset.
- Excellent fluency of spoken and written French and English.
- Good knowledge of municipal laws and regulations is an asset.
- Excellent understanding of financial management and accounting. Knowledge of municipal accounting is an asset.
- Available after office hours to attend council meetings when required.

SKILLS AND APTITUDES REQUIRED

- Highly-developed organizational skills, ability to handle several files in parallel and meet deadlines.
- Ability to react quickly to change, flexibility, versatility and adaptability.
- Reputation for integrity, professional ethics and objectivity.
- Rigor, methodology, autonomy, leadership.
- Diplomacy, discretion, honesty, respect and ability to work as part of a team.
- Excellent writing skills.
- Committed to excellence in customer service, both internally and externally.



WORKING CONDITIONS

The position is permanent with a 35-hour work week. Very competitive benefits are also available.

SALARY CONDITIONS

Remuneration will depend on the experience of the successful candidate.

Send your curriculum vitae and a letter stating your interest to the attention of the Director general, Ms Myrian Nadon by email at direction@lowquebec.ca, in person or by mail to the following address by December 15, 2024:

Municipality of the Township of Low
4A, d'Amour Road
Low (Québec) J0X 2C0
Telephone : 819-422-3528 - Fax : (819) 422-3796

NOTE 1: We thank all those who apply. Only those candidates selected for an interview will be contacted.

NOTE 2: The masculine and singular forms are used in this notice, without discrimination, and include the feminine and plural forms to avoid making the text more cumbersome.