



JOB OFFER

COORDINATOR – FINANCES AND ADMINISTRATION

Category : Administration / Finances

Position type: Permanent / Full time

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

Start date : Immediately

JOB DESCRIPTION

Under the authority of the Director General and Clerk-Treasurer, the incumbent is responsible for recording, analyzing and interpreting all of the Municipality's accounting and financial activities, in accordance with recognized accounting principles, current policies and regulations, and government legislation, while ensuring sound management of the Municipality's financial resources. The incumbent is also responsible for analyzing, reviewing and evaluating administrative work or issues, making recommendations as to priorities, schedules and task assignments, advising the Director General and Clerk-Treasurer in relation to their area of responsibility, and following up with staff to ensure that the initiatives assigned to them are carried out successfully.

MAIN TASKS AND RESPONSIBILITIES

- Municipal accounting: complete accounting cycle (taxation, assessment roll updates, transfer duties, collection, various billings, payroll, suppliers, GST/QST, bank reconciliation, deposits).
- Register and monitor all municipal contracts.
- Monitor insurance claims.
- Carry out accounting follow-up on various projects in collaboration with project managers and participate in the reporting of completed projects.
- Participate in the preparation of the budget, the annual financial report and the audit file.
- Provide taxpayers with general information on all activities under his supervision.
- Manage administrative staff.
- Supervision of time sheets.
- Greet and receive customers as required.
- In collaboration with the administrative team, design and coordinate the implementation and monitoring of various internal processes or policies aimed at optimizing administrative and financial operations.
- Assist the Director General and Clerk-Treasurer by providing administrative support.
- Collaborate in the management of municipal archives and document management, taking into account retention schedules.
- Ensure personnel management and follow-ups in the absence of the Director General and Clerk-Treasurer.
- Perform any other related duties as requested by the Director General and Clerk-Treasurer.

REQUIREMENTS

- DEC in accounting or administration.
- At least two years' experience in accounting. Experience in the municipal sector would be an asset.
- Proficiency in standard computer tools (including Office suite).
- Knowledge of PGMégaGest accounting software.
- Knowledge of Sage and Quickbook pro software would be considered an asset.
- Any other combination of relevant training and experience may be considered.
- Excellent oral and written skills in French and English.
- Strong sense of objectivity and ethics.
- Ability to work to tight deadlines.
- May be called upon to work evenings and/or weekends on occasion, e.g. budget, elections, meetings.

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.
- Self-motivated.
- Rigor, methodology, structure and administrative organization.
- 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.