



January 14th 2020

**JOB OPENING: Temporary assignment
Maternity replacement**

**TECHNICIAN ACCOUNTANT
Treasurer's Office and Material
Resources Department**

The work consists of coordinating, carrying out and verifying various tasks related to the accounting of budgetary and financial operations of municipal services or of a set of activities affecting the accounting records of the Town and those of the paramunicipal corporations.

EXAMPLES OF TASKS PERFORMED

- Audits, analyzes and performs account verification and accounting activities for budgetary or financial operations (credits, expenditures, revenues, commitments, balances, balance sheet accounts of the various funds, etc.) of the Town, pension funds and paramunicipal corporations.
- Controls payment requests (fees, wage claims, suppliers, contracts, etc.) and ensures that they comply with authorities and accounting standards before recommending payment.
- Checks all accounting records in his or her sector of activity, justifies their relevance and informs his or her superior of any situation that does not comply with accounting standards and notifies the departments concerned.
- Prepares or supervises the preparation of financial or statistical reports or information in its line of business.
- Prepares or reviews and approves journal entries and assists in the preparation of more complex journal entries.

- Monitors projects whose expenditures are eligible for grants or of a recoverable nature and prepares related applications.
- Recommends industry-specific changes when preparing the budget estimates.
- Recommends improvements in working methods, participates in the development of standards and in the updating of accounting and administrative procedures.
- Ensures that accounting documents are cleared and certified in accordance with established procedure; supervises the entry of accounting transactions in the appropriate books or registers.
- Writes and signs correspondence related to his/her field of activity.
- Maintain collaborative contacts with municipal services and banking institutions.
- Uses a variety of office automation equipment to perform job-related tasks, as required, while using appropriate programming.
- Performs any other related tasks.

REQUIREMENTS AND QUALIFICATIONS

The person selected must meet the following conditions:

Good knowledge of:

- accounting theory, principles and methods, including those used in municipal accounting;
- the administrative machinery of the Town.

Knowledge of:

- French;
- Spoken English (for applicant positions);
- Statutory, Charter and municipal accounting requirements



Skills:

- to coordinate and monitor the work of employees;
- perform analysis and synthesis work;
- prepare accounting reports, financial statements or other complex accounting documents;
- write letters specific to their line of business.

The salary scale is from \$28.53 to \$40.75 per hour.

The working schedule is from Monday to Friday, from 8:30 am to 4:30 pm.

PLEASE NOTE:

Applications will be accepted until Friday, January 24 at 4:30pm.

Desired start date: **beginning of February.**

Interested parties should send their request by e-mail to Roxane Gaudreau at humanresources@town.mount-royal.qc.ca with the competition number **2020-01**.