

October 25, 2024

PERMANENT POSITION

The start date is scheduled for mid-January 2025.

Assistant-Treasurer

Treasurer's Office and Material Resources Department

NATURE OF THE WORK

Under the supervision of the Treasurer and Director of Material Resources, the Assistant-Treasurer is primarily responsible for planning, coordinating, controlling and evaluating activities related to the Town's financial and accounting management, as well as its accounts payable. He or she oversees the application of the laws and regulations governing municipal finances and assists his or her director on all accounting, budgetary or financial matters and participates in the development of the department's policies and directives. In the absence of the Treasurer and Director of Material Resources, the incumbent supervises the entire department and also assumes all the powers of the office of treasurer.

EXAMPLES OF TASKS PERFORMED

Planning and organization

- Determines, with his superior, the orientations, objectives and priorities of the department according to the mission of the department and the Town;
- Participates in the development and review of financial policies and ensures compliance with them;
- Ensures that the Town's financial transactions are accounted for in accordance with institutional policies and frameworks as well as municipal standards and the Town's accounting practices;
- Advises the Town's authorities on any matter related to his or her field of expertise;
- Manages the human, financial, material and informational resources of the accounts payable department in accordance with the rules, standards, regulations and collective agreements;

Budget

- Actively participates in the annual budget process, including its development and review, while acting as a resource person;
- Participates in the budgetary process and in optimizing the department's financial, human and material resources in line with its orientations and objectives;
- Actively collaborates in the design, monitoring and evolution of the Town's operating budgets, revenues, three-year capital expenditure program, purchase of fixed assets and uncapitalized works;
- Produces normative budget reports required by government authorities;

- Ensures budget monitoring and control throughout the year, develops monitoring tools, analyzes variances, authorizes budget transfers, and suggests adjustments for effective financial management in collaboration with the directors of the departments;

Financial Management - Accounts Payable

- Plans, directs, controls and verifies the activities of the accounts payable department;
- Ensures the proper application of sales taxes;

Cash and Debt

- Manages the Town's cash flow, liquidity and short- and medium-term investments;
- Manages long-term debt, long-term financing activities and debt refinancing;
- Collaborates in the preparation of the financing plan and follows up with the provincial government;
- Prepares the report on the engaged and financed debt and according to the new adopted by-laws and ensures the follow-up of this activity;
- Prepares bond issuances;
- Supervises and coordinates the processing of applications for compensation in lieu of taxes and grants from the various government financial assistance programs. Ensures that they are accounted for in accordance with the standards;

Financial and other mandatory or ad hoc reports

- Produces financial reports and analyses;
- Prepares files to be presented to the Municipal Council;
- Actively participates in the preparation of the audit file and the financial report;
- Plans the work schedule of the audit file and year-end work related to the closing of books of accounts and the preparation of audited financial statements;
- Ensures the provision and accuracy of data for the Treasurer's Office financial reports;
- Participates in the preparation of various audit files and collaborates with auditors;
- Reviews balance sheet items, revenues, expenses, as well as monthly and periodic financial reports, and participates in the preparation of budget estimates and annual financial statements for Municipal Council;
- Collaborates with the auditors in the execution of their mandate;
- Manages the entire process related to financial assistance programs;

Financial analysis

- Analyzes gaps and trends in financial management, and implements corrective action plans;
- Conducts accounting or administrative studies, including a five (5) year financial plan;
- Improves management of each unit by highlighting the correlations between allocated budgets and performance achieved;
- Prepares various financial, informational and performance analysis reports;

Standards, processes, internal control and technological developments

- Ensures legislative monitoring and compliance with the standards in force;
- Ensures compliance with and improves internal controls and business processes;
- Participates in the development and evolution of financial systems, and coordinates the implementation of new technologies;
- Develops and implements processes and new work methods, and ensures sound change management within the team;
- Ensures that financial transactions comply with Canadian accounting standards;

Human resources

- Directs and supports his/her staff, defines their mandates and responsibilities, evaluates their performance and ensures that work meets expectations of quality and quantity;
- Participates in the selection, hiring and training process of staff;
- Fosters a stimulating work environment and collaborates with finance staff by replacing and assisting them in their duties.

REQUIREMENTS AND QUALIFICATIONS

- ✓ Be a member in good standing of the Order of Chartered Professional Accountants (CPA);
- ✓ Hold a bachelor's degree in business administration, finance or accounting;
- ✓ Have a minimum of five (5) years of relevant experience in a similar position;
- ✓ Bilingualism (French, English*): spoken and written;
- ✓ Good knowledge of Office suite software, including proficiency in Excel software;
- ✓ Knowledge of PG Solutions and *AccèsCité* Finances accounting software (an asset);
- ✓ Experience in a municipal environment and team management (an asset);

**Knowledge of English is a requirement due to potential interactions with the Town's citizens.*

REQUIRED QUALITIES

- Excellent judgment, sense of responsibility, judgment, analytical skills and initiative;
- Be structured and organized while demonstrating excellent priority management;
- Be autonomous while possessing the ability to work in a team and lead staff effectively;

CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers among others:

- A competitive salary between \$148,800.00 and \$175,000.00;
- A 35-hour per week work schedule with the possibility of working from home (hybrid schedule);
- Insurance;
- Vacation, floater and sick days;
- A defined benefit pension plan;
- On-the-job training;
- The opportunity to advance your career.

APPLY NOW!

Applications will be accepted until **Friday, November 22, 2024 at 16:30**. The interviews will be planned during the first week of December.

Interested candidates should send their application by email to Vanessa Abdulezer mentioning contest number **RH-2024-06** at humanresources@town.mount-royal.qc.ca.

Make sure to attach all documents proving that you meet the requirements for the position and include all the relevant information for your application directly in your resume.

Questions? Do not hesitate to communicate with Vanessa Abdulezer, Senior Human Resources Advisor.

Please note that only candidates selected for an interview will be contacted.



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