

Located in the administrative region of the Laurentians, the municipality of Grenville-sur-la-Rouge is a remarkable place for outdoor enthusiasts and a favorite creative location for many artists and artisans.

The Red River, the Municipality's main attraction, is known for its whitewater water activities such as canoeing, kayaking and rafting.

Accounting Technician

Full-time for one year with possibility of extension



Your responsibilities

Assist the Finance Director in handling several activities relating to the accounting cycle, accounts payable, receivable, taxation, in addition to participating closely in the preparation of financial statements.



Your main challenges

- Participate in the development of procedures to improve the operations of the finance department
- Ensure good monitoring of supplier accounts by respecting established procedures



In your work plan, you will be called upon to

- Process weekly and monthly payroll
- Perform monthly bank reconciliations
- Keep all employee files up to date
- Produce T4s and Relevé 1s
- Respond to and follow up on employee requests
- Follow up with the group insurance company
- Proceed with monthly entries
- Perform monthly bank reconciliations
- Prepare purchase orders
- Ensure the processing of accounts payable and ensure that they comply with established procedures regarding authorizations, accuracy, validity and the presence of supporting documents, purchase orders and delivery orders
- Verify the list of accrued expenses to be paid, ensure their accuracy and make the necessary adjustments. When required, contact the department concerned to justify the discrepancies
- Prepare the check register and supporting documents for council meetings
- Verify receipts and make adjustments and/or corrections if necessary
- Proceed with invoicing of income other than taxes and management of customer accounts
- Organize and execute the processing of additional taxes (update the assessor)
- Act as a support and participate in the processing of transfer duties
- Act as a support and participate in the processing of annual taxation
- Monitor accounts receivable for property taxes and miscellaneous income (send notices of late payment and final at the end of the year)
- Prepare files to submit to our lawyers for all amounts due, and this annually
- Make arrangements when necessary with taxpayers and ensure follow-up of files
- Prepare CNESST reports
- Prepare documents for the year-end audit



Grenville-sur-la-Rouge

Joining the Grenville-sur-la-Rouge municipal team means:

- Taking on stimulating challenges
- Joining a dynamic team
- Participating in the development of a growing municipality

What makes Grenville-sur-la-Rouge an employer of choice

- Several social leaves
- A work-life balance
- Pension plan

- Prepare and submit various reports or other financial documents
- Collaborate in accountability work. Receive invoices for various investment projects, verify receipts to be requested in relation to the denunciations received, compile them in the tracking files with all contract compliance documents and ensure the necessary follow-up
- Replace clerks during their absences and help them in their tasks
- Assist the Director of Finance and Deputy Treasurer-Clerk in her duties
- Make photocopies, faxes and ensure the filing of documents and files under your responsibility



You have what it takes if...

- You have a college diploma in accounting
- You have a minimum of 3 years of experience in a similar job

*Any combination of training and relevant experience may be considered



You have the profile we are looking for if...

- You work with precision and have a sense of organization
- You demonstrate judgment and autonomy
- You demonstrate excellent interpersonal skills with customers
- You have great ease in working in a team

*Having a good knowledge of spoken and written English is an asset



Your salary and benefits

Salary and working conditions are governed by the collective agreement in force. The hourly wage is **\$32.27 to \$35.91**



To apply...



Are you interested in the challenge?

Send us your application by email to info@gslr.ca or in person at
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