



**Municipalité de Litchfield**  
1362, rte. 148, C.P. 340  
Campbell's Bay, Québec J0X 1K0

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## **JOB POSTING 2021-001**

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### **ADMINISTRATIVE ASSISTANT/ACCOUNTING**

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Under the authority of the Director General of the Municipality, the chosen candidate will have the primary responsibility to provide administrative and accounting support. In addition, the Assistant will accompany the Public Services and Technical Services team in certain administrative tasks.

#### **MAIN TASKS AND RESPONSIBILITIES:**

##### **ADMINISTRATION:**

- Provides services to citizens (greet citizens at the counter, answers telephone and emails, mailings);
- Supports the Director General in the preparation of council meetings, in document translating, filing and archives, and with all special projects;
- Provides administrative support to the Public Services and Technical Services teams;
- Manage filing system.

##### **ACCOUNTING:**

- Manages the operations of accounts payable and receivable;
- Manages employee payroll system;
- Ensures the monthly closing activities;
- Ensures the publication of monthly reports on budget variance;
- Assists in the preparation of external audits.

#### **QUALIFICATIONS AND REQUIREMENTS**

- Have a diploma of professional studies in administration and accounting or any other training deemed equivalent;
- Have a minimum of three (3) years of experience in an administrative and accounting position;
- Master the main computer programs of the Office suite (Word, Excel, Outlook) as well as Sage 50 Simply Accounting;
- Have excellent command of French and English, both orally and in writing;
- Have a good knowledge of the territory of the Municipality and MRC (asset);
- Have experience in the municipal environment (asset);
- Have a good knowledge of the municipal computer software PG Solutions - Access Taxation (asset);
- Have skills developed for customer service;
- Be able to effectively manage multiple tasks simultaneously;
- Be tactful, demonstrate great adaptability and be able to work under pressure;
- Demonstrate discretion, reliability, professionalism and autonomy;
- Have a natural aptitude for good interpersonal relationships, based on respect and consideration;

#### **WORKING CONDITIONS**

Permanent position  
26 hours per week  
Salary from \$ 20 to \$ 24 per hour  
Pension plan and group insurance  
Start Date: As soon as possible

#### **HOW TO APPLY?**

Please submit your application to the attention of Mrs. Julie Bertrand, Director General, by email to [litchfield@mrcpontiac.qc.ca](mailto:litchfield@mrcpontiac.qc.ca)

Please mention in the subject: **JOB OFFER NO. 2021-001**

Deadline for receipt of applications: **April 28, 2021 at 3 P.M.**

We thank you for applying, but only successful applicants will be contacted.