



Director of Finance

The Municipality of the Township of Harrington is located in an enchanting setting which is recognized for its architectural heritage and its picturesque landscapes. Located approximately 25 minutes by car from Lachute and 40 minutes from Saint-Sauveur and Mont-Tremblant, the Municipality has the status of a bilingual municipality. It is made up of a population of approximately 900 permanent residents and more than 2,000 seasonal residents, over an area of 245 square kilometers within the MRC of Argenteuil, in the splendid Laurentides region.

The Municipality of Harrington is looking for a finance specialist, a candidate passionate about figures and their analyzes who wishes to take on new challenges within a dynamic and friendly team where it is good to work on a daily basis and where Mutual aid and good understanding are at the heart of the organization's values.

Category: Administration, executive position

Type of position: Permanent, part-time, more or less 3 days per week

Starting position: As soon as possible

Salary: Competitive salary to be determined based on the candidate's experience

JOB DESCRIPTION

Under the authority of the general management, the position holder is responsible for all financial and accounting activities of the Municipality. Consequently, he directs, supervises and coordinates all activities related to municipal finances, all in accordance with recognized accounting principles, current policies and all applicable laws. As an expert, the incumbent plays a leading advisory role with the general management, the municipal council and all municipal services regarding financial issues and optimal management. The incumbent ensures the implementation of innovative management practices focused on process optimization and teamwork. Called to participate in several stimulating mandates and challenges, the candidate carries out his work in accordance with the mission, vision, values and objectives set by the municipality of Harrington.

RESPONSIBILITIES

- Carry out all annual activities related to the operating and capital budget;
- Coordinates, directs and carries out the preparation and verification of financial statements

- Coordinates and supervises day-to-day financial activities: assessment, taxation, collection, accounting, payroll, purchasing and supplier accounts
- Performs various compilations, analyzes and projections of income and expenses as well as different tax and pricing scenarios
- Coordinates and supervises the validation of accounting data related to the assessment roll, additional taxation, miscellaneous invoicing, tax collection and rights on real estate transfers
- Coordinates and supervises and completes sales files for non-payment of taxes
- Ensures that expenses are recorded in the correct accounting items according to the laws and accounting principles in force
- Develop processes, systems, policies and procedures that affect the entire organization to improve the effectiveness and efficiency of the use of financial resources;
- Ensure control of the administration of municipal funds, according to the provisions of loan regulations, resolutions or other policies;
- Assist the municipal council and all management and produce budget forecasts as well as the three-year capital plan;
- Be responsible for the control and accounting recording of all financial transactions and the production of required reports;
- Collaborate in determining the strategic objectives of the municipality, in particular by formulating proposals and areas of intervention with regard to the issues and challenges of the municipality;
- See to the application of the budgetary control regulation as well as the contractual management policy of the municipality

This description is not exhaustive, it contains the main elements to accomplish. The person may be called upon to carry out any other related task requested by their superior.

REQUIRED PROFILE

- Hold an undergraduate degree in finance, accounting or an appropriate discipline (any combination of training – including a DEC with experience will be considered)
- Be a member in good standing of the Order of Chartered Professional Accountants of Quebec-CPA (a definite asset);
- Have a minimum experience of five (5) years in a similar position in a municipal environment;
- Have a good knowledge of P.G. AccèsCité Finances software (a definite asset);
- Mastery of Office suite software and more particularly Excel software;
- Demonstrate autonomy, initiative, a good sense of responsibility and have an eye for detail;
- Demonstrate organizational skills and very good skills for analysis, problem solving, process optimization and internal controls;
- Have ease of communicating and good team spirit;
- Collaborate with all staff to achieve organizational success based on the values and objectives of the Municipality.
- Be bilingual (a definite asset)

WORKING CONDITIONS :

The Municipality of the Township of Harrington offers a competitive and advantageous salary which will be established according to the experience and qualifications of the candidate in addition to a full range of social benefits, including group insurance, an RRSP, personal leave, vacation illnesses and vacations, etc.

He is expected to take office as soon as possible.

SEND YOUR C.V. :

Interested persons are asked to send their curriculum vitae accompanied by a short cover letter by email no later than November 1st, 2024, to: dga@harrington.ca

We thank applicants for their interest. Only candidates considered for an interview will be contacted. The Municipality of the Township of Harrington respects employment equity. The masculine form is used for the sole purpose of lightening the text.