



JOB POSTING – Accounting Assistant

The Pontiac Regional County Municipality (MRC) is located in southwestern Quebec, along the majestic Ottawa River, which forms a natural border with Ontario. It is known for the wealth of its natural resources, its built heritage, and its cultural diversity. Pontiac has just over 14,000 residents, approximately 57% of whom are English-speaking, spread across 18 municipalities and an unorganized territory covering 9,000 km². The MRC has bilingual status.

DESCRIPTION OF ROLE

Under the authority of the Director of Finance and Administration, the position is responsible for carrying out the municipality's accounting activities. The incumbent contributes to the organization's financial management by overseeing payroll processing, accounts payable and accounts receivable, as well as the preparation and compliance of reports and administrative and financial documents required by government authorities.

RESPONSIBILITIES

- Maintains the MRC's books, prepares and records the necessary journal entries, and performs bank reconciliations;
- Closely monitors accounts payable and accounts receivable, and prepares the required monthly, semi-annual, and annual financial reports and supporting documents;
- Plans and organizes activities related to accounts payable, accounts receivable, and payroll, including pension plans and group insurance, etc.;
- Participates in preparing the annual budgets of the MRC and the unorganized territory, in collaboration with the Director of Finance;
- Participates in preparing the annual financial statements and provides the required information to the external auditors;
- Processes government remittances, prepares the summaries required by the CNESST, issues tax slips and year-end documents, and ensures that employees' administrative records are kept up to date.

<https://mrcpontiac.qc.ca/>

REQUIREMENTS

- Bachelor's degree in accounting, finance, business administration, or any other relevant education related to the position;
- Hold a Chartered Professional Accountant (CPA) designation (considered an asset only);
- A minimum of five (5) years of experience in financial management and accounting, preferably in a municipal environment, including two (2) years of staff management experience;
- Knowledge of legislation related to municipal accounting;
- Demonstrate superior communication skills and the ability to develop and maintain collaborative relationships and partnerships;
- Work with diplomacy and consideration, and demonstrate thoroughness;
- Demonstrate the ability to manage several files simultaneously, adapt quickly to change, and manage stress effectively;
- Fluently bilingual in French and English

WORKING CONDITIONS

- Full-time management position (35 hours/week);
- Employee benefits, including group insurance, a group RRSP with an employer contribution of up to 6%, 15 statutory holidays per year, 12 sick days per year, and an employee assistance program (EAP);
- Three weeks of annual vacation (prorated for the first year of employment);
- Salary in accordance with the pay scale set out in the working conditions policy for management employees, ranging from \$74,329 to \$97,812.

HOW TO APPLY

To apply, please send your résumé to the attention of the selection committee at rh@mrcpontiac.qc.ca by October 30, 2026, at 4:00 p.m.

We thank all applicants; however, only those selected for an interview will be contacted.



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