



The Municipality of Ayer's Cliff in Estrie is currently looking for a dynamic person to fill the position of **Assistant Secretary-Treasurer**.

The person holding this position will:

- (1) Assist the General Director for all activities related to the Municipality's treasury. More specifically, the selected candidate will assume a supporting role, in particular for the following tasks: ensuring the complete accounting cycle, preparing the budget, the three-year capital expenditure program, applications for grants and financing, accountability, accounting audit, GST and QST rebates and other government rebates as well as bank reconciliation.
- (2) Assist the General Director for all activities related to the position of Secretary of the Municipality as provided for by the *Municipal Code*. More specifically, the person selected will assume a supporting role, in particular for the following tasks: preparation and publication of public notices, drafting of minutes, archiving of documents, drafting and monitoring of correspondence from the Municipality.
- (3) Perform all other related tasks and replace the General Director as needed.

## Requirements

- Diploma in accounting or related field (college or university level)
- Relevant experience in accounting and in the Municipal sector (asset)
- Proficient in Microsoft suite (Excel, Word) and SYGEM software (asset)
- Excellent command of the French language (oral/written)
- Good command of the English language (oral/written)

## Working conditions

- Full time (or part-time if the person selected choose so)
- Very flexible schedule and working remotely is a possibility
- Very competitive salary based on training and experience
- Benefits (pension plan and others)
- Start date February 28<sup>th</sup>, 2022 (or as soon as possible)

Interested? To submit your CV and for more information, please write to [maire@ayerscliff.ca](mailto:maire@ayerscliff.ca) no later than January 31<sup>st</sup>, 2022.