

The City of Dollard-des-Ormeaux is a bilingual city in the western part of the Island of Montréal with a population of 50,000. The City is sensitive to the quality of life and needs of its residents and strives to provide an array of cost-effective services. Priorities and commitments seek to improve services to the residents and are core to management and staff.

DIRECTOR AND TREASURER FINANCE AND PURCHASING

Reporting to the City Manager, you will plan, organize, manage, control and provide the City's management with support, services and expertise in financial and purchasing management.

You will be responsible for managing funds according to generally accepted accounting principles (GAAP), in-house policies and government regulations. You will prepare an annual budget and a three-year capital works program, with department directors. Furthermore, your support and advice are essential in helping the directors use their budget.

You must ensure that internal controls are effective and suggest improvements. Your innovative approach toward municipal management combines practicality and sound business management principles.

Profile

- Bachelor's degree in business administration, accounting or the equivalent
- More than seven years of relevant experience, preferably at the municipal level
- Experience and skill in personnel management
- Member of the Ordre des comptables professionnels agréés du Québec is a strong asset
- Excellent French and good knowledge of English
- Sound knowledge of Microsoft Office, specifically Excel

Skills

- Analytic mind
- Customer focus
- Stress resistance
- Time and priorities management
- Political sense
- Flexibility
- Autonomy

Benefits

- 35-hour work week from Monday to Friday (This position will require working outside of regular hours from time to time.)
- At hiring, defined benefits pension plan
- Advantageous group insurance plan: health and dental insurance, salary insurance, etc.
- Access to a gym in the building as well as sports activities during the lunch break.

Salary scale between \$83,770 and \$106,807.

Please send your resume with a covering letter before **June 9, 2017** to:

Nadia Brunet, Human Resources Advisor

- **Email:** ressourceshumaines@ddo.qc.ca
- **Mail:** 12001, boulevard De Salaberry, Dollard-des-Ormeaux Québec H9B 2A7

The City thanks all those who will apply but will only contact the candidates selected for an interview.

The City of Dollard-des-Ormeaux is an equal-opportunity employer and invites disabled persons, women, indigenous peoples, as well as visible and ethnic minorities to apply.