JOB COMPETITION

POSTING PERIOD: NOVEMBER 19 TO DECEMBER 3, 2026

Finance Department

SENIOR ACCOUNTING TECHNICIAN

RESPONSIBILITIES

The senior accounting technician performs routine accounting tasks and ensures the accuracy of documents and data entries for the RCAAQ and its CPE, according to priorities. They handle accounts payable and receivable, prepare payments and reconciliations and assist with accounting closings. They prepare and verify data on payroll and benefits, under the supervision of the financial controller.

REQUIREMENTS

- Diploma of College Studies (DCS, or DEC in French) in accounting, business administration or a related field
- At least five years of relevant experience in accounting cycles, reconciliation and payroll
- Work experience at an Indigenous Friendship Centre or an Indigenous organization (an asset)
- Knowledge of accounting systems (SAGE or other) (an asset)
- Proficiency in Microsoft Office 365

SKILLS AND ABILITIES

- Good planning and organizational skills
- Rigour and attention to detail
- Discretion
- Team spirit
- Proactivity, autonomy and energy
- Professional ethics
- Writing and communication skills
- Mastery of French
- Excellent understanding of English

Work location

Regroupement des centres d'amitié autochtones du Québec

85 Bastien Blvd.
Wendake, QC G0A 4V0

Salary range

$34.87 to $46.94 per hour

Advantages

- A stimulating and enriching work environment
- Pension plan
- Group insurance

Status

Regular full-time employee
35 hrs

To apply

Deadline: December 3, 2026, at noon

Email your CV and a cover letter to:

Nancy Jourdain
Assistant Executive Director
rh@rcaaq.ca

Please note that only applicants selected for an interview will be contacted.

Priority will be given to First Nations and Inuit candidates.

TASKS

More specifically:

General accounting

- Enter and verify invoices, payments received, credit memos and routine bookkeeping entries
- Verify and apply the approved coding system by entity, program and project
- Verify supporting documents and authorizations, identify duplicates and report any unusual expenses or account assignments
- Prepare batch payments, reimbursements and instalments to beneficiaries based on confirmed priorities and submit them for approval
- Keep support staff, suppliers and customers informed, track accounts receivable and follow up on payments as agreed with managers
- Perform bank and account reconciliations, prepare proposed journal entries and obtain approval for adjustments in accordance with procedures

Payroll and benefits

- Collect timesheets, absence records and approved salary changes, and prepare data for the payroll provider
- Verify payroll records, withholdings and contributions; compare the results to authorized data and request corrections for any discrepancies
- Prepare or submit documents related to insurance, the pension plan and employment records as required according to the division of responsibilities between the assistant executive director's office and suppliers
- Process payroll, reconcile balances and verify the tracking of periodic payments and statements

Accounting closings, reports and supporting documents

- Prepare balances, transaction lists and supporting schedules for year-end closing
- Provide the documents required for financial statements and audits
- Compile data for applicable filings and submissions, and submit them to the auditor for review
- File documents and maintain an audit trail; comply with access and confidentiality policies
- Provide the analyst with the requested transaction details, in coordination with the controller, and correct data after validation

CPE's financial operations

- Keep the CPE's books and accounting records, separately from those of the RCAAQ, in accordance with received assignments
- Prepare invoices for parents, record payments and track accounts receivable based on CPE-approved data on enrolment, attendance and fees
- Process expenses, payroll data and documents related to CPE funding; report any missing information to the managers designated
- Prepare the statements, reconciliations and financial reports assigned to this position
- Follow recognized procedures for debt collection and data processing