



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present -its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. McCord Museum: Our People, Our Stories.

The Stewart Museum is a Montreal history museum founded more than 60 years ago that celebrates the European influence in New France and North America from the 17th century to today. Located on an exceptional heritage site, the institution offers original exhibitions that draw on its rich collection and take a contemporary look at history. The Museum has a unique collection of 27,000 artefacts, which includes scientific, decorative arts and military objects as well as rare books and textual archives.

The McCord and Stewart Museums are two renowned social history museums operating, since 2013, under the name McCord Stewart Museum. All of the McCord Stewart Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

We are seeking a  
**Accounting and Administration Technician**

The Operations Branch plays an important role in providing administrative, financial and accounting services to a staff of 125 persons, and in servicing and supporting the Museum's institutional objectives and overall mandate. The Museum's Accounting Department manages all activities through sound financial planning and transparent accountability. Its three-person team is responsible for the management of accounts payable, accounts receivable, project and fund accounting, audits and payroll functions. Annual budget: \$10M+.

Under the supervision of the Accounting Analyst, the Accounting and Administration Technician contributes to the sound day-to-day management of the Accounting Department.

#### Responsibilities and Duties

- Record daily data (accounts payable and receivable)
- Follow up on past-due invoices with customers
- Attach invoices to cheques and file documents
- Reconcile Admissions and Boutique transactions with POS system, weekly; Prepare and make bank deposits
- Daily distribution of mail and preparation of outgoing mail
- Prepare tax receipts for donations in kind
- Produce various government tax documents (R-24)
- Maintain paper and electronic accounting forms
- Maintain inventories of stationery and office supplies and process orders accordingly
- Register and monitor service calls for all office equipment (photocopiers and stamps)
- Perform various others administrative tasks.

#### Employment Conditions

- Full-time position (35 hours per week); 9 to 5 schedule; three-month probation period, starting immediately
- Salary according to Museum's salary scale; pleasant and stimulating work environment.

#### Qualifications

- DEC in Administration (finance and / or accounting option)
- Relevant experience would be an asset
- Demonstrated ability to work with Windows computerized accounting (MS Office, Excel, Dynamics GP)
- Good oral communication skills in French and English
- Rigour, ethics, honesty, and high degree of discretion (working with confidential information)
- Organizational skills, sense of responsibility, detail oriented
- Ability to work autonomously and under deadline pressures
- Team spirit, people skills, and focus on customer service
- Ability to establish excellent interpersonal relationships with colleagues and clients

Applications for the position will be accepted until **May 27, 2019 (Ref. No.: 201922E)**. Please provide **1) Letter of intent 2) Curriculum vitae 3) Salary expectations** and forward to: Human Resources Department  
By e-mail (preferably): à [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca) or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

For details on the McCord Museum, please consult the McCord website: [www.mccord-museum.qc.ca/en/](http://www.mccord-museum.qc.ca/en/)

Although we thank all applicants for their interest, only selected candidates will be called for an interview.