



**SERVICE MANAGER  
SUPPORT TO SCHOOLS**  
General Circular No. M- 18

<b>Place of Work:</b>	Financial Services
<b>Classification:</b>	5
<b>Salary Rate:</b>	\$72 911 to \$97 212
<b>Start Date:</b>	August 2025
<b>Immediate Superior:</b>	Director

**Nature of the Work**

Under the leadership of the Director of Financial Services and directly reporting to the Coordinator Financial Services, the position of Manager, Support to Schools entails overseeing the effective and efficient functioning of the Support to Schools service. The Manager will participate in the research, conceptualization, development and communication of financial, accountability and risk management policies, procedures and standards, in order to assure the uniformity in processes followed by the Board's schools, Centres and Daycares. The Manager will also be required to participate in budget preparation and external audit file preparation.

**The position includes, in particular, the following responsibilities:**

- Oversee the daily activities of the Support to Schools team and develop strong organizational, communication, analytical and problem-solving skills
- Ensure appropriate training of Support to Schools staff on existing and new systems and procedures deriving from financial applications used by the Board, while also collaborating with Information Technology to determine limitations of financial application programs
- Ensure compliance by the Board's administrative units with established Board financial policies and procedures
- Communicate Board financial policies and procedures to the administrative units through various means (emails, newsletters, workshops)
- Ensures that communications (including training materials and administrative guides) to administrative units are consistent with policies, procedures and directives
- Identify, in a collaborative manner, financial processes requiring the creation of (or modification of) existing policies, procedures and directives while also resolving accounting issues as brought to his/her attention by Support to Schools or other Financial Services staff;
- Participate in other areas of Financial Services on a seasonal basis such as in the annual budget (Schools and Centres) preparation and in the preparation of year-end information required by the Board's external auditors.
- Participate as needed in the development of strategic objectives and priorities of the Board
- Coordinate with the various departments of the Board to ensure accurate and timely information is communicated to the Schools and Centres
- Maintain all applicable information systems to ensure smooth operations
- Ensure respect of deadlines related to monthly reporting to the MEQ
- Ensure accurate and timely information related to the monthly reporting

**Requirements and Qualifications**

- Undergraduate degree in a relevant field of study, preferably in Commerce or Administration, certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications.
- Six years of relevant experience
- Ability to advise, coach, supervise and evaluate the Support to Schools team
- Ability to remain organized and productive in a fast-paced environment
- Demonstrate leadership qualities with a strong commitment to efficiency
- Excellent knowledge of financial systems, accounting principles, and computer applications as they relate to accounting and finance
- Proven ability to work autonomously, prioritize and multi-task
- Ability to use sound judgement and work under pressure
- In-depth knowledge of in-house programs such as DOFIN, PAIE, GPI, AVANT-GARDE
- Proficiency in MS Office Suite, in particular excellent knowledge of Excel
- Fluency in English and French, both oral and written
- Excellent communication skills, both oral and written
- Excellent interpersonal skills

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department,  
**by Friday, June 27, 2025, by 4:00 p.m.**

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.  
Tests may be administered in order to assess candidates' skills.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.

