

EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board



Director

General Circular No. M-18

Place of Work:	Financial Services
Classification:	11
Salary Rate:	\$119 091 to \$158 784
Start Date:	Determined by the Board
Immediate Superior:	Assistant Director General - Administration

Nature of the Work

In keeping with the mandate defined by the Director General, and under the authority of the Assistant Director General – Administration, the position of Director of Financial Services is responsible for all programs and activities related to the management of the English Montreal School Board's financial resources. This position oversees the planning, directing and controlling of programs and activities related to the preparation and standardization of financial statements, payroll, treasury and financing management, supervision of internal controls with financial implications, budget management, and financial systems management.

The role consists of providing financial advisory services and expertise to the Directorate to promote the optimal management of the organisation's resources.

This position includes the following responsibilities:

- Develop, recommend for adoption, and ensure the implementation of policies, rules and procedures related to financial management
- Define the objectives, orientations and strategies related to Financial Resources, in accordance with School Board's strategic directions and annual action plan
- Lead, supervise, manage, and evaluate the staff of the Financial Services
- Lead and guide the development of the School Board's budget, participate in its preparation, and monitor its progress throughout the year
- Plan and direct the preparation of the monthly financial reports and monthly forecasts, and ensure continuous monitoring and compliance with accounting standards and reporting requirements
- Plan and direct activities related to the audited financial statements and oversee the implementation of recommendations resulting from the audit
- Oversee the activities related to payroll processing including the issuance of annual tax slips
- Ensure the development and monitoring of financial internal controls
- Ensure the respect of the Delegation of Powers and all applicable laws and regulations
- Organize, prepare the appropriate financial documentation, and actively participate in the activities of the Central Management Advisory Committee/Resources Allocation Committee (CMAC-RAC), the Audit Committee, and any other committee requiring financial advice and information
- Prepare financial documentation and attend monthly Board and Executive Committee meetings
- Assist and advise the Director General, the Assistant Directors General, the Directors of Services, as well as the Principals of Schools and Centres related to the financial resources of the School Board
- Contribute to the success of the English Montreal School Board by performing any other related task

Requirements and Qualifications

- Undergraduate degree in a relevant field of study (preferably in finance or accounting) certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board or school service centre for which an undergraduate degree is required under the minimum qualifications
- Membership in the Ordre des comptables professionnels agréés du Québec (Quebec CPA order)
- Minimum of eight (8) years of relevant experience, preferably in a senior management role
- Fluency in English and French (oral and written)
- Proven ability as a team leader capable of motivating others and achieving goals
- Demonstrated ability to work effectively with others under pressure and within deadlines
- Excellent communication 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 Simon Labonté of Décarie Transearch at slabonte@decarietransearch.com by Tuesday, March 31 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.

