



## ANALYST

General Circular No. P14/2120

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<b>Place of work:</b>	Financial Services
<b>Status:</b>	100 % Regular position
<b>Hourly Rate:</b>	\$24.87 to \$43.06
<b>Start Date:</b>	Immediately
<b>Immediate Supervisor:</b>	Director

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### Nature of the Work

The analyst gathers, analyzes, consolidates, and prepares financial data for the purposes of reporting to senior School Board administrators in the area of financial resources management, and validates the accuracy and the integrity of financial information from EMSB departments and assists and/or prepares financial reports destined to diverse clients.

The analyst performs financial analyses and will be required to work in collaboration with other departments in projections and forecasting of monthly, quarterly and annual results.

The analyst performs financial -analyses and makes recommendations for improvements, assists in the review of existing policies and procedures and in the creation of new policies and procedures, and works in collaboration with financial management in the preparation of the Monthly, Quarterly and Annual financial reports and other *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) reporting requirements documentation. The successful applicant makes appropriate recommendations to their immediate superior for system improvements and assists the Director and Assistant Director of Financial Services on projects and initiatives and with other Financial Services personnel.

### Requirements and Qualifications

- Bachelor of Commerce in Accounting or Finance
- Accounting designation (CPA), an asset
- Four (4) years of directly related work experience in accounting operations and financial analyses
- Fluency in English (both oral and written) and have a strong working knowledge of French (both oral and written)
- Excellent knowledge of Microsoft Excel
- Excellent analytical skills and the ability to work under tight time deadlines
- Excellent interpersonal and communication skills, and ability to multi-task
- Knowledge of GRICS, Dofin, Mozaik and Paie software applications is considered an asset

To view job description as outlined in the classification plan [click here](#)  
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

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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 Monday October 12<sup>th</sup>, 2020**

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

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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.