



## ASSISTANT DIRECTOR

General Circular No. M-19

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| <b>Place of Work:</b>      | Financial Services          |
| <b>Classification:</b>     | 9                           |
| <b>Salary Rate:</b>        | \$95,193.00 to \$126,920.00 |
| <b>Start Date:</b>         | Determined by the Board     |
| <b>Immediate Superior:</b> | Director                    |

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### Nature of the Work

In keeping with the mandate defined by the Director General and under the authority of the Director, the position of Assistant Director of Financial Services entails overseeing some of the programs and resources of one or more fields of activity within the department. The position includes the performance of management duties (planning, organization, supervision, control and evaluation).

The position includes, in particular, the following responsibilities:

- Participate in formulating school board policies for the dossiers the incumbent oversees
- Define or collaborate in defining the objectives and policies related to the dossiers the incumbent oversees, while taking into account the general objectives and policies of the school board
- Establish the programs, the delegation of responsibilities, the standards and procedures for implementing programs under the incumbent's responsibility
- Oversee activities, projects or resources
- Assess the results of the implementation of activities under the incumbent's responsibility
- Direct, supervise and evaluate the staff under the incumbent's responsibility
- Assist and advise the director as well as the senior staff of other services and institutions concerning dossiers under the incumbent's responsibility
- Supervise and coordinate the preparation of Government (MEQ) monthly financial reports and year-end financial statements as at March 31<sup>st</sup> and June 30<sup>th</sup>
- Prepare detailed year-end analyses of variances of actual results to budget, including recommendations for improvements pertaining to the financial administration of the Board
- Perform other analyses as required
- Oversee the Accounting operations
- Attend Board and Committee meetings when required, and organize and prepare appropriate documentation for said meetings pertaining to financial matters
- Participate in the preparation of the annual School Board budget
- Replace the director, as needed.

### Requirements and Qualifications

- Undergraduate degree in a relevant field of study, preferably commerce with an option in accounting or finance, 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
- Recognized professional accounting designation
- Six years of relevant experience
- A minimum of two years of relevant management experience: supervising and evaluating staff, delegating responsibilities, developing action plans, assessing results and advising senior management.
- 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 time constraints

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

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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 Friday April 26 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.

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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.