



A premier Montreal institution since 1909, Lower Canada College (LCC) is a gender-inclusive day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.

The school invites applications for the following position:

Position Title: Finance Director

Position Group: Leadership
Reports To: Chief Operating Officer
Status: Full-time, permanent position

Start Date: November 2022

Job Purpose

The director of finance controls and executes plans to maintain the financial standards of the School. The incumbent will be responsible for managing the School's finances in a manner that allows for maximum efficiency and profitability.

Specific Responsibilities

- People Leadership – manages accounting (accounts payable, and accounts receivable) and payroll departments, and the LCC Store
- Oversees and participates in the day-to-day business operations including accounting, daily banking activities, cash management, insurance coverage and contracts
- Manages the School's and Foundation's reporting systems
- Develops, implements, and reviews the School's annual operating and capital budgets
- Responsible for the annual Financial Audits of the School and Foundation
- Develops and implements policies and procedures
- Ministry Liaison (MEQ) and responsible for various annual government reporting requirements (CRA & RQ)
- Assists Chief Operating Officer on various projects
- Works closely with the Finance Committee
- Member of the Student Aid Committee

Qualifications

- A bachelor's degree in finance or accounting
- A Chartered Professional Accountant (CPA) accreditation



- A minimum of 7 years of related experience
- Strong attention to detail
- Exceptional organizational skills
- Strong reporting and analytical skills
- Ability to manage and balance budgets
- Great communication skills
- Ability to work under pressure
- Ability to manage several teams and projects at once
- Bilingual (French and English)

School-Wide Core Values

Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy

How to Apply

Please submit your cover letter and your CV via our online form at www.lcc.ca/careers

The closing date for this role is **Friday, September 9, at 5 pm.** Details about school life can be found at www.lcc.ca.

We thank all applicants but regret that only those shortlisted will be contacted.