

DIRECTOR OF FINANCE

Company: A university

Location: Montreal

SUMMARY

Reporting to the Managing Director, Advancement Services, the Finance Director will provide leadership and strategic direction for financial matters for the Business Unit. The scope of responsibilities includes Finance / Budget, Donation Services and Gift Compliance.

ROLES AND RESPONSIBILITIES

In close partnership with the Managing Director, provide leadership and direction for the Business Unit:

- Lead general accounting functions and budget planning exercises and ensure appropriate allocation of financial resources to support strategic endeavours.
- Ensure continued timely and effective internal control systems, accounting principles and standards to produce accurate and reliable accounting records.
- Maintain and control adherence to University accounting, control and financial management policies.
- Ensure all reports and disclosures comply with applicable federal/provincial government regulations, professional standards, and other applicable standards.
- Develop financial modeling and undertake forecasting in support of the Business Unit activities.
- Ascertain drafting of agreements and monitoring of obligations related to donation agreements and facilitate mitigation plans if necessary.
- Ensure overall processes are optimized for the delivery of the departmental service offering.
- Develop formal multi-year action plan for the Unit and implement related measurements of performance.
- Provide leadership and manage staff. Provide guidance and conduct performance evaluations for all direct reports.
- Participate with senior staff members in the development of short and long-term strategies for the Business Unit and its Service department.

QUALIFICATIONS

- CPA designation along with a minimum of 10 years' relevant experience providing leadership of a financial operation, including financial management, management reporting and regulatory compliance.
- Experience in external auditing and leading financial operations in a university and/or advancement context a strong asset.
- Possess a thorough knowledge of up-to date best practices in the field of finance and accounting.
- Strong focus on top-quality service delivery.
- Comfortable working at strategic, tactical and operational levels.
- Strong analytical skills with the ability to use rigorous logic and methods to develop effective solutions to complex problems.

- High level of agility with the ability to anticipate potential risks and outcomes and adjust for problems and roadblocks.
- Can effectively orchestrate multiple resources and activities to accomplish a goal.
- Self-motivated and driven with the ability to work under pressure and effectively prioritize a wide range of responsibilities.
- Recognized for a high level of accountability and ownership.
- Proven collaborator with exceptional professionalism and integrity, along with the ability to work with a wide range of internal and external stakeholders.
- Able to effectively influence and negotiate to reach shared solutions.
- Superior management and leadership skills in order to cultivate and strengthen relationships, with a proven track record of optimizing team performance and achieving group goals.
- Excellent written and oral communication ability, in both English and French, with the ability to produce complex documents for a variety of stakeholders.

Please note that only candidates selected for interviews will be contacted.

CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:
Michel Ohayon: mohayon@shoreassoc.com – 514-878-4777