

## **Assistant Director of Financial services**

**Posting until October 6<sup>th</sup>, 2025 midnight**

**Start date: during the week of October 14th**

### **NATURE OF THE POSITION**

According to the mandate defined by the General Directorate and under the responsibility of the Director of Financial Resources, the position of Assistant Director of Financial Resources Services encompasses all functions required for the coordination, supervision, evaluation, research, and development of one or more programs and activities related to the financial resource management of the school board.

The position primarily involves overseeing one or more programs and activities related to budget management, financial systems management, preparation and standardization of financial statements, accounting, cash management, and supervision of internal financial controls.

The role also includes providing advisory services and functional expertise to school board managers to promote optimal financial resource management.

### **KEY RESPONSIBILITIES**

#### 1. Strategic Leadership and Team Management

- Provide mobilizing leadership focused on creating a positive climate, communicating an engaging vision of organizational goals, and valuing staff contributions through stimulating objectives and regular follow-ups.
- Assume hierarchical responsibility for staff, including daily support, structured supervision, expert advice, and performance evaluation.
- Take charge of service management when required, ensuring operational continuity.
- Represent the school board or administrative unit on matters related to the sector, when requested.

#### 2. Financial and Budgetary Management

- Participate in developing policies, programs, and administrative procedures related to the school board's financial management.
- Contribute to setting service objectives and the annual action plan, aligned with CQSB's strategic directions.
- Lead and supervise financial activities, including:
  - Preparing budget forecasts and the budget (notably for the Naskapi School file),
  - Developing and monitoring systems, methods, and procedures for budgetary and financial control,
  - Budget control of administrative units and monitoring financial status during the fiscal year,
  - Managing accounts payable and receivable,
  - Producing financial statements and supporting external audits,
  - Inter-system reconciliation, banking and tax operations,
  - Internal controls, standards enforcement, and maintenance of accounting information systems.

#### 3. Human and Organizational Resource Development

- Anticipate human resource development needs in relation to organizational changes and strategic directions, supported by personalized coaching and team supervision.
- Collaborate in staffing planning and budget allocation.
- Review and streamline administrative practices to optimize resource management.
- Actively participate in CQSB's operational management committee.

#### 4. Support to Establishments and Management Tools

- Lead the development of accounting and financial systems tailored to the realities of our educational and administrative environments.
- Coordinate the implementation and improvement of financial management tools based on the needs of establishments and administrative units.
- Support managers of establishments and administrative units as needed.
- Participate in developing mechanisms for decentralized financial management.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in a relevant field (accounting), from a university program of at least three years;
- Six (6) years of relevant experience;
- Member of the Ordre des comptables professionnels agréés du Québec (CPA Order);
- Experience in the education sector, public or parapublic sector is considered an asset;
- Excellent oral, written, and reading skills in both English and French;
- Commitment to high ethical and professional standards, discretion, and sound judgment;
- Up-to-date and thorough knowledge of laws and regulations governing financial resource management;
- Ability to mobilize individuals and teams around the core responsibilities of the Financial Resources Service and to collaborate effectively with various stakeholders;
- Strong interest and active curiosity in the organization's educational activities to better understand their impact on administrative and financial management, ensuring alignment between educational goals and management practices;
- Proven ability to solve complex problems;
- Strong analytical, synthesis, and decision-making skills;
- Capacity for innovation and development with a focus on efficiency and effectiveness;
- Excellent organizational, management, and supervisory skills, including the ability to set priorities, schedule work, assess progress toward goals, and pay close attention to details, data, information, and activities;
- High proficiency in using information technologies.