



Raymond Chabot Grant Thornton

L'instinct de la croissance^{MC}

Raymond Chabot Human Resources inc.
Affiliate of
Raymond Chabot Grant Thornton & Co. LLP
National Bank Tower, suite 2000
600 De La Gauchetière Street West
Montréal, Quebec H3B 4L8

POSITION PROFILE

DIRECTOR OF FINANCIAL AND MATERIAL RESOURCES



Location

5935 Côte-de-Liesse,
Saint-Laurent, Quebec H4T 1C3

Reporting to:

Board of Directors

Number of students

Close to 1,200

Contact at Raymond Chabot Human Resources Inc.

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About Vanguard School

Vanguard School, a specialized private school declared in the public interest, offers educational services to students with severe learning disabilities. The School offers a regular program of instruction, as set by the Ministry of Education to students at the elementary and secondary levels. It is recognized as a centre of excellence to promote the academic success of students with severe learning disabilities through the expertise of its multidisciplinary and dedicated teams: teachers, speech therapists, special education teachers, psychologists, and special care counsellors etc. It has over 250 employees and about 1,200 French and English students from elementary to high school level.

Mission: Vanguard School is an educational institution that enables students with severe learning disabilities to achieve their full potential through an education that fosters academic success, self esteem, and harmonious integration into society. Vanguard School is also an educational institution open to research activities, professional development and exchange of expertise.

Team: Special education teachers, remedial specialists, speech and language therapists, psychologists, special care counsellors, administrative and support staff who work with the students every day.

Position Summary

Under the authority of the Director General and with the help of the team he supervises, the Director of Financial and Material Resources is responsible for the sound financial management of the operations of all sectors of activity of the School and for the protection of financial and material resources. He is primarily responsible for all programs and activities related to budget management, financial systems management, preparation of financial statements, accounting, cash management and the implementation and supervision of internal controls necessary for sound financial management. He also supervises the Coordinator of Material Resources in all programs and activities related to capital assets, maintenance of buildings, equipment and grounds, purchasing, security and cleaning.

Main challenges

The strategic plan

- Collaborate with the Director General and management team to implement the strategic plan.

Financial and budgetary resources

- In collaboration with the Director General, prepare an annual budget, present it and have it approved by the Finance Committee as well as the Board of Directors.
- Collaborate in the development of the staffing plan and assume responsibility for budget allocation.
- Periodically prepare for the Finance Committee, in advance of the Board of Directors, a summary of the statement of operations and expenditures, as well as the School's balance sheet and justify variances from the approved budget.
- Document internal controls and implement internal policies necessary for the sound management of resources.
- Ensure compliance with internal controls and internal policies.
- Ensure the development of rules and procedures related to purchasing and procurement.
- Oversee accounting (full accounting cycle) in compliance with accounting standards, budgets and established timelines.
- Assume the sound financial management of the various departments within the School.
- Ensure the follow-up of loans, investments and various contracts.
- Produce analyses and projections of short, medium, and long-term financial needs, in accordance with the School's various projects and in connection with the strategic plan.
- Prepare files for the annual external audit and assist auditors with various requests.
- Supervise risk management and insurance.
- Complete any other projects assigned by the Director General.

Internal and external advocacy and partnerships

- Establish and maintain good relationships with government departments and other granting agencies to ensure that the school receives the maximum amount of available revenue.
- Establish, as needed, new partners and entities and maintain healthy relationships with the School's network of parents, suppliers, and partners such as the Foundation.
- Maintain effective relationships with various funding partners.
- Ensure regular communication with the Finance Committee and the Board of Directors.

Management of material resources

- Participate in decisions related to asset management in order to protect, maintain and ensure the proper use of all material resources.
- Ensure the preparation of preventive maintenance, physical and cleaning maintenance, procurement and energy management plans.
- Assume responsibility for the management of building construction and renovations.

Qualifications required

- Bachelor's degree in accounting.
- Minimum of 7 to 10 years of experience with at least five (5) years of experience in a management capacity, particularly in a not-for-profit organization.
- Member of the Order of CPAs.
- Strong background managing and being responsible for large budgets.
- Excellent command of French and very good command of English (oral and written).
- Experience in managing and supervising a team.
- Very good knowledge of Office Suite (Word, Excel, Outlook) and software used in accounting.
- General knowledge of information technology.
- Knowledge of the Quebec school environment in the elementary and secondary sectors, as well as private education, is definitely an asset.

Working conditions

- Salary according to policy established by the School.
- Group insurance plan (health, dental, vision, salary insurance, life insurance, travel insurance).
- Participation in the RRPE pension plan administered by CARRA.
- Continuing education program and reimbursement for professional development.

The use of the masculine in this document to refer to individuals is intended solely to lighten the text.