



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. **McCord Museum: Our People, Our Stories.**

The Stewart Museum is a Montreal history museum founded more than 60 years ago that celebrates the European influence in New France and North America from the 17th century to today. Located on an exceptional heritage site, the institution offers original exhibitions that draw on its rich collection and take a contemporary look at history. The Museum has a unique collection of 27,000 artefacts, which includes scientific, decorative arts and military objects as well as rare books and textual archives.

The McCord and Stewart Museums are two renowned social history museums operating, since 2013, under the name **McCord Stewart Museum**. All of the McCord Stewart Museum's activities revolve around six core values: **rigour, integrity, inclusion, audacity, creativity and commitment.**

We are seeking a
Head, Accounting Services
Reference # 201919E

Under the supervision of the Director of Operations, the incumbent will provide administrative, financial and accounting services to two not-for-profit organizations and with the support of a small team will ensure strong internal controls while adhering to best practices.

Roles and Responsibilities

- Plans, directs and coordinates all operational functions of accounting;
- Manages all functions related to the payroll;
- Responsible for accurate internal and external financial reports (for Government agencies);
- Prepares the required financial information for annual audited financial statements;
- Prepares the budget, financial statements and financial reports in collaboration with the Director of Operations;
- Evaluates current accounting operations, as well as internal controls while making recommendations for improvement and implementation of new processes;
- Ensures proper management of accounts payable and receivable;
- Manages bank transactions and reconciliations;
- Acts as contact for governments DAS, GST/QST claims and T3010s;
- Provides timely reports to internal departments and accurate financial information concerning activities or projects;
- Assists in inventory control of the boutique as well as the financial control of commercial activities;
- Ensures the optimization of the accounting system and procedures;
- Assists the Director of operations in research, collection of information, analysis and reports;
- Participates in recruitment, supervision and evaluation of staff under his/her responsibility.

Employment Conditions

- Full-time position beginning in July 2019; 35 hrs per week work schedule.
- Compensation commensurate with experience plus extensive benefits package, 6 months of probation period;
- Stimulating and collegial work environment.

Qualifications and Profile Required

- Education in accounting or administration and a Professional accounting designation (CA, CMA or CGA, an asset);
- Five (5) years of relevant experience;
- Fluency in English and French (written and spoken);
- Strong computer skills and experience using MS Office including Excel for reporting purposes;
- Knowledge of accounting software Dynamics GP;
- Very good knowledge of Canadian accounting standards and NPOs;
- Self-motivated, and self-directed;
- Exceptional organizational and strong prioritization skills; problem solving skills and negotiation skills;
- Honest, responsible, good judgement;
- Ability to establish and maintain excellent interpersonal relationships with colleagues;
- Analytical skills, fluency with numbers and statistics;
- Good teamwork and positive leadership;
- Ability to manage multiple projects simultaneously and to meet deadlines

Applications for the position will be accepted until **June 17, 2019 (Ref.: #201919E)**. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**
Forward to: Human Resources Department by e-mail: rh.mccord@mccord-stewart.ca

For details on the McCord and Stewart museums, please consult our websites:
www.mccord-museum.qc.ca and www.stewart-museum.org
Although we thank all applicants for their interest, only selected candidates will be called for an interview.