



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 one of the largest historical collections in North America comprising over 200,000 objects and works of art, 2.15 million photographs, 3,500 rare books and 340 linear metres of textual archives, that make up its **Dress, Fashion and Textiles, Photography, Indigenous Cultures, Documentary Art, Material Culture, and Archives** collections. McCord Museum: Our People, Our Stories.

All of the McCord Museum's activities revolve around **six core values: rigour, integrity, inclusion, audacity, creativity and commitment.**

We are seeking a
HEAD, ACCOUNTING SERVICES
Ref. 202128E

Under the supervision of the Director of Operations, the incumbent will provide administrative, financial and accounting services to not-for-profit organization 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)
- Prepare 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
- Acts as primary source for the implementation linking the new CRM to the existing ERP
- Ensure 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 or her responsibility.

Employment Conditions

- Permanent position; probation period: 6 months; starting in December 2021;
- Salary according to the Museum's salary ranges, generous benefit and vacation package;

Benefits to working with the Museum team

- Teleworking, flexible working hours; 2 weeks of vacation for the holiday season; group insurance and generous pension plan;
- Social activities and professional development opportunities; collegial and inclusive work environment.

Qualifications and Profile Required

- Professional accounting designation (CA, CMA or CGA) or an equivalent combination of experience and education
- Five (5) years of relevant experience work in accounting/auditing
- Fluency in French and English (written and spoken)
- Strong computer skills and experience using MS Office including Excel for reporting purposes
- Knowledge of accounting software Dynamics GP, Point of sale software and Sugar CRM, an asset
- 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 and maturity
- 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
- Interest for culture or tourist environment.

The McCord Museum is committed to providing a skilled workforce that reflects the diversity of Montreal's population. We hire based on individual role requirements and select our employees based on their qualifications, skills and experience. We do not discriminate based on personal differences.

Applications for the position will be accepted before **November 29, 2021 (Ref.: #202128E).**

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 museum, please consult our website: <http://www.mccord-museum.qc.ca/>
Although we thank all applicants for their interest, only selected candidates will be called for an interview.