



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present. All of the Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

We are seeking a
Accounting Analyst
Reference Number: 201704E

The Operations Branch plays an important role in providing administrative, financial and accounting services to a staff of 125 persons, and in servicing and supporting the Museum's institutional objectives and overall mandate. The Museum's Accounting Department manages all activities through sound financial planning and transparent accountability. Its three-person team is responsible for the management of accounts payable, accounts receivable, project and fund accounting, audits and payroll functions. Annual budget: \$8M+.

Under the supervision of the Comptroller, the Accounting Analyst contributes to the sound day-to-day management of the Accounting Department. The incumbent will also collaborate in the implementation of new analytics processes such as **Power BI**.

Responsibilities and Duties

- Reconcile revenue accounts (donations, grants, etc.)
- Record and monitor project revenues
- Reconcile Admissions and Boutique transactions with POS system
- Analyze balance sheet accounts and make month-end journal entries in accounting system
- Manage and process Accounts Receivable
- Prepare financial reports for grant requests
- Produce management reports (SmartList, Management Reporter, Power BI)
- Support management in budget monitoring; answer questions
- Work closely with the Human Resources Department and monitor accrued liabilities (wages, vacation pay, etc.)
- Prepare and make bank deposits
- Produce various government tax documents and reports
- Train new employees on accounting process
- Perform various administrative tasks.

Employment Conditions

- Two-year contract starting immediately
- Full-time position (35 hours per week); 9 to 5 schedule; six-month probation period
- Salary according to Museum's salary scale; pleasant and stimulating work environment.

Qualifications

- University graduate in Accounting or Finance in the process of obtaining professional designation
- Relevant experience would be an asset
- Demonstrated ability to work with Windows computerized accounting (MS Office, Excel, Dynamics GP)
- Good oral communication skills in French and English
- Rigour, ethics, honesty, and high degree of discretion (working with confidential information)
- Organizational skills, sense of responsibility, and analytical ability
- Ability to work autonomously and under deadline pressures
- Team spirit, people skills, and focus on customer service
- Ability to establish excellent interpersonal relationships with colleagues and clients

Applications for the position will be accepted until **March 17, 2017 (Ref. No.: 201704E)**. Please provide **1) Letter of intent 2) Curriculum vitae 3) Salary expectations** and forward to:

Human Resources Department

By e-mail (preferably): rh.mccord@mccord-stewart.ca or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

For details on the McCord Museum, please consult the McCord website: www.mccord-museum.qc.ca/en/
Although we thank all applicants for their interest, only selected candidates will be called for an interview.