

DIRECTOR OF FINANCE

| Permanent, full-time position

THE PIERRE ELLIOTT TRUDEAU FOUNDATION

Is an independent, non-partisan charitable organization created in 2001 to pay tribute to the former prime minister.

The Pierre Elliott Trudeau Foundation's mission is to support the advancement of outstanding, cutting-edge PhD students, researchers and public intellectuals. Our goal is to position the Scholars, Fellows, and Mentors to have meaningful impacts in their communities, institutions and beyond.

CONTRIBUTION TO THE MISSION OF THE FOUNDATION

Reporting to the President and CEO and the Chief Operation Officer, the Director of Finance will contribute to the development of the strategic direction of the Finance and Accounting unit.

The Director of Finance will manage and work with a team to support and consider various functions and elements impacting the work of the Foundation such as risk management, budget, government reporting, disbursement quota, strategic and operational planning, etc.

GENERAL RESPONSIBILITIES

General

- Prepare the calculation, production, and submission of T4A, RL-1, CNESST reports, registered charity returns (T3010);
- Prepare payroll, calculate taxable benefits;
- Provide strategic financial advice, information and analysis to the management team, the board of directors and the finance and investment committee. This includes monthly and annual financial statements and reports, including appropriate recommendations;
- Liaise with external auditors and the finance committee of the board of directors regarding the annual audit process and implement any necessary changes;
- Oversee the annual budgeting and planning process in collaboration with the management team; administer and supervise all financial plans in collaboration with the controller and the management team;
- Oversee the submission of regular reports as required by the Canada Revenue Agency, the Charities Directorate, and other government departments and agencies, as applicable;
- Review reports on all accounting activities, including the reconciliation of bank accounts, credit cards and payments;
- Contribute to the drafting of the annual report and its financial statements;
- Evaluate and optimize internal controls;
- Review and approve with the management team the operational budgets;
- Manage the organization's cash flow and forecasts;
- Prepare financial arrangements according to the needs of the Foundation;
- Supervise the implementation and updating of all necessary accounting practices;

- Provide guidance to the management team on the allocation and use of resources;
- Prepare year-end files for external audit;
- Analyze and make recommendations regarding all important financial and commercial decisions;
- Ensure compliance with all applicable laws and regulations;
- Prepare the annual submission in collaboration with other members of the management team;
- Ensure that the organization's risk management policies and strategies comply with current laws and regulations.

Other responsibilities

- Actively participate in regular meetings;
- Contribute to fostering productive and cordial collaboration with all employees, community members and other stakeholders; organize activities to optimize time and available resources; help develop and apply the Foundation's quality standards;
- Carry out mandates and other tasks assigned in relation to the Foundation's mission and field of activity.

SOFT SKILLS AND ABILITIES

- Demonstrated ability to make decisions, show exceptional judgment and respect confidentiality;
- Very good ability to anticipate events and present innovative solutions;
- Flexibility, adaptability, ability to react quickly to unforeseen requests and to manage a wide range of new issues and activities within tight deadlines and priorities;
- Team spirit, dedication to achieving high standards of professionalism in the performance of duties;
- Proactivity and efficiency in the performance of duties;
- Ability to positively question current practices and make recommendations to the Directors;
- Reliability, professionalism, tact and discretion;
- Strong interpersonal and self-motivation skills;
- Ability to work effectively with little supervision, autonomy and initiative;
- Attention to detail;
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills
- Superior management skills: ability to influence and initiate relationships direct and indirect as well as peers;
- Autonomous, excellent at problem solving, results-oriented;
- Energetic, flexible, collaborative and proactive; a team leader who can have a positive and productive impact on both strategic and tactical initiatives in finance and administration;
- Exceptional writing, speaking, interpersonal and presentation skills.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Accountant designation (CPA).
- Bachelor's degree in business administration or commerce.
- Minimum of 8 to 10 years of experience in a management role.
- Proven expertise in risk management.
- Experience either as an employee or as a member of the board of directors of a non-profit organization.
- Solid experience in compliance and government reporting and meeting critical deadlines for government reporting.
- Experience in applying for and reporting on federal government funding and source funding.
- Proven experience with government contribution agreements and deferred revenue.
- Experience with government remittances.
- Experience working in the non-profit sector.

SPECIFIC WORKING CONDITIONS

- Position based in Montreal, in person.
- Occasional travel within Canada may be required.
- Regular working hours are 35 hours per week, but overtime may be required from time to time.

CONTENT KNOWLEDGE AND COMPETENCIES

- Bilingualism (French and English) in both oral and written communications;
- Excellent French written skills required.
- Excellent proficiency in the main office software packages (Word, Excel, PowerPoint, Outlook).
- Excellent research, writing and editing skills;
- Ability to perform financial and budgetary monitoring;
- Excellent organizational skills: coordination and priority management;
- Excellent project management skills;

ADDITIONAL INFORMATION

- The Foundation subscribes to the principle of employment equity. Our staff is our most valuable asset, and our goal is to create an inclusive and equitable environment where everyone can reach their true potential.
- We thank all applicants for their interest in a career with the Pierre Elliott Trudeau Foundation and will only contact those selected for an interview.