

JOB OFFER

DIOCESAN BURSAR (DIRECTOR OF FINANCE)

General Job Description:

The Diocesan Bursar plays a key role for the Archdiocese of Montreal by being responsible for all financial activities, financial reporting, and property administration of the Roman Catholic Archiepiscopal Corporation of Montreal (CACRM) as well as other diocesan organizations. The Bursar works directly with the management team to ensure the proper financial management of the diocese. The Bursar will be responsible for the accounting department, philanthropic development, pension plans, financial services of the Department of Administrative Services to the Fabriques (DSAF) and the financial management of the Archbishop's Mutual Aid Fund for the Parishes of the Archdiocese of Montreal (FEAPAM). Certain activities related to payroll and benefits are also under their responsibility.

Joining the Catholic Church in Montreal means that you will be part of a team of dedicated professionals whose impact is major since you will manage the Church's resources for the future.

Description of Responsibilities:

- Lead the monthly financial close process to ensure the accuracy of accounting transactions and support the preparation and review of monthly financial reports;
- Supervise the staff of the accounting department and ensure the proper coordination of daily operations and the accounting cycle;
- Supervise the training and professional development of the accounting team and optimize the allocation of resources within the department;
- Manage the annual budget process of the CACRM and several other diocesan organizations;
- Submit the annual budget as well as the annual report to the Council for Economic Affairs (CAE);
- Manage relations with external auditors and coordinate all activities related to the annual audit;
- Lead payroll and benefits functions, ensuring regulatory compliance and financial data integrity;
- Oversee the administration of the pension plans and the accounting work for both plans (priests and laity);
- Supervise the Pension Plan Administrator and accounting work for both plans (priests and laity);
- Ensure the follow-up of successions as liquidator when the Bursar is the person appointed to act;
- Manage the Church of Montreal Private Fund Trust (MFF);
- As Treasurer of the FEAPAM:
 - Manage the accounting of the FEAPAM;
 - Evaluate applications for loans and financial assistance from the fabriques;
 - Quarterly review of the interest rates set by the FEAPAM;
- Work in collaboration with the Director of the DSAF to:
 - Supervise the review of the fabriques' budgets and all requests from the fabriques in connection with financial matters;
 - Supervise the DSAF's accounting staff;
 - Inform the fabriques of the amounts they must pay as a diocesan contribution.
- Participate in the investment committee;
- Participate in the executive of the Quebec bursars;
- Contribute to the implementation and improvement of financial controls and the development of governance practices;

- Participate in system optimization or implementation projects;
- Contribute to the re-evaluation of the structure and improvement of the processes of the finance department;
- Any other task required by the Archbishop, Vicar General, or the CAE.

Qualifications Required to Apply for this Position:

- Bachelor's degree in administration, accounting, finance or a related discipline;
- CPA designation, auditor profile;
- 8 to 10 years of experience in corporate administration and finance;
- Significant experience in leading financial close processes and maintaining a rigorous internal control framework;
- Experience in resource management;
- Proven decision-making and leadership capacities;
- Very high autonomy and ability to manage several files and projects efficiently;
- Excellent written and oral communication skills in French;
- Functional English*, especially to communicate with English-speaking parishes and various partners outside Quebec;
- Excellent interpersonal skills and ability to mobilize and bring teams together;
- Proficiency in accounting software, including Epsilia, and ease working with CRM and ERP systems;
- Proficiency in Microsoft Office software.

Conditions of Employment

- Permanent, full-time, 35 hours per week (5 days);
- Competitive salary based on experience and skills;
- Flexible schedule, with availability required between 10 a.m. and 4 p.m.;
- Teleworking on Mondays and Fridays; presence in the office from Tuesday to Thursday;
- Benefits according to the standards and working conditions of the CACRM;
- Group insurance plan: the employer pays 66% of the premiums and the employee 33%; coverage includes drugs, medical care, travel, accidents, life insurance and short- and long-term disability, after three months;
- Simplified pension plan (SIPP) after 700 hours of work, with an employer contribution of 3.5%, which can be increased according to years of service;
- Opportunities for continuing education and professional development;
- Available to work outside of regular hours, as required;
- Criminal background checks are a prerequisite;
- The Virage Victim of Abuse training is mandatory following hiring for all employees;
- Free parking.

Persons interested in this position are requested to submit their application (CV and cover letter) to rh@diocesemontreal.org.

We thank all applicants for their interest; however, only successful applicants will be contacted for an interview.

** The archdiocese provides a French-language work environment for its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement, namely the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for the position for the following reasons: 1. Communicate with English-speaking Quebecers. 2. Communicate with other English-speaking bursars outside the province of Quebec.*