

Director of Finance.

Join a dynamic and professional team whose mission is to listen, advise and help its clients. Located in downtown Montreal, our law firm offers you a friendly work environment focused on human capital and high-quality services.

Profile.

Reporting to the Chief Operating Officer (COO), the Director of Finance is responsible for the financial management of the firm. Acting as a liaison between senior management on all financial aspects of the firm, the incumbent will contribute to the execution of established financial strategies. In a key position, the Finance Director is responsible for the day-to-day supervision and operational organization of the Finance team.

Responsibilities.

- Responsible for directing and managing the Finance and Document Management team members (team of 13), overseeing their performance and professional development;
- Prepare monthly and annual financial statements, management reports and other profitability and financial management analysis reports;
- Ensure effective treasury management;
- Responsible for financial analyses for various committees such as the Board of Directors and Compensation Committee;
- Responsible for the budgetary process: plan, prepare and monitor it, ensuring that it is in line with the firm's strategic objectives;
- Develop internal control policies, procedures and rules to optimize accounting and financial processes;
- Evaluate, plan and implement innovations to financial and accounting systems;
- Responsible for annual audit with external auditors and ensure compliance with accounting regulations;
- Act as resource person with bankers and government authorities;
- Help operational team leaders understand their financial results and support them in achieving their financial objectives;
- Support partners in achieving their financial objectives (work in progress, accounts receivable, trusts, profitability);
- Develop, implement and monitor financial performance indicators;
- Participate in the implementation of IT systems and the development of tools (financial management dashboards);
- Ensure compliance with Quebec Bar rules for trust accounts;
- Preparation of T5013 and Rel 15 slips.



Required education and experience.

- Bachelor's degree in accounting/finance or business administration;
- CPA designation and a minimum of 10 years' relevant experience in a similar position;
- Experience in a professional services environment, preferably in legal services, is an asset;
- Excellent oral and written communication skills in French and English (for clients outside the Province of Quebec);
- Knowledge of 3E software, an asset;
- Proficiency in Microsoft Office 365 suite, including advanced knowledge of Excel.

Required skills.

- Strong analytical and decision-making skills;
- Organized, methodical and rigorous;
- Sense of leadership;
- Strong team spirit and excellent interpersonal skills;
- Possess a high degree of autonomy;
- Goal-oriented.

Why work at De Grandpré Chait?

Strongly established within the business community for over 90 years, De Grandpré Chait is a legal firm of over 75 lawyers offering a niche-oriented approach in various legal areas.

- > Advantageous and competitive compensation packages;
- > Complete benefits plan;
- > Work-life balance;
- > Training and development programs;
- > Social activities;
- > Newly renovated, modern and bright offices;
- > Easily accessible by public transportation.

To apply.

Send your resume to Valerie Proulx, Senior Manager, Human Resources, at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.