

DEGRANDPRÉ CHAIT

Finance Manager.

Join a dynamic and professional team dedicated to making the traditional legal experience more personable. Located in downtown Montreal, our law firm offers a friendly work environment focused on our people and the quality of our services. De Grandpré Chait represents a unique blend of tradition and innovation.

Target profile.

Recently added to our team structure, the role of Finance Manager reports directly to the Finance Department and plays a key role in the day-to-day oversight of the firm's financial and accounting operations. The incumbent will be responsible for preparing financial statements and ensuring the reliability of the financial data used in all of the firm's reports and analyses.

The incumbent will supervise a team responsible for accounts payable, trust accounts, and financial analysis, and will ensure that high standards of quality and control are maintained.

Responsibilities.

- Oversee activities and the team responsible for general accounting, accounts payable, trust accounts, and financial analysis;
- Perform management responsibilities related to supervising the team: monitor and evaluate team members' performance, provide feedback, conduct annual performance reviews, monitor and adjust workloads, optimize team processes and work methods, etc.
- Manage and monitor trust accounts in accordance with applicable rules;
- Ensure the accuracy and compliance of accounting entries with current accounting and regulatory standards;
- Take responsibility for the preparation of monthly and annual financial statements;
- Oversee the preparation, quality, and distribution of financial reports for management and partners;
- Oversee the implementation of dashboards and key performance indicators (KPIs);
- Ensure the integrity of the data used in cost-effectiveness and profitability analyses to support decision-making;
- Oversee the budgeting process, including preparation, monitoring, and variance analysis;
- Oversee the analysis of financial results and profitability, and ensure the relevance of recommendations issued;
- Oversee the preparation of financial presentations and management reports;
- Serve as a liaison between the various functions of the finance team;
- Oversee the preparation of the firm's tax filings and validate their compliance;
- Implement and improve policies, procedures, and internal controls;
- Collaborate with internal and external auditors during audits;



- Propose initiatives aimed at automation, optimization, continuous improvement, and the quality of financial information;
- Participate in various special finance projects.

Required experience and knowledge.

- Bachelor's degree in accounting;
- CPA designation;
- Relevant experience in finance and accounting;
- Experience supervising a team (a plus);
- Experience preparing financial statements and management reports;
- Strong financial analysis skills (profitability, performance);
- Advanced proficiency in Excel and familiarity with accounting systems;
- Experience with business intelligence systems (a plus);
- Knowledge of Elite (a plus);
- Fluency in French and English, both spoken and written.

Required skills.

- Leadership, independence, and organizational skills;
- Attention to detail and a meticulous approach;
- Analytical skills and problem-solving ability;
- Communication skills;
- Management and leadership skills.

What makes working at De Grandpré Chait special?

With roots in the business community for over 90 years, De Grandpré Chait brings together more than 90 attorneys and notaries offering specialized expertise across various areas of law.

What we offer:

- > Attractive and competitive compensation;
- > Comprehensive benefits packages;
- > Work-life balance;
- > Training and development program;
- > Social activities;
- > New, fully renovated, modern, and bright offices;
- > Easily accessible by public transit.

You would like to join our team?

Please send your resume to the following email address: recrutement@dgchait.com. Please note that we will only contact candidates selected for an interview.

