Coordinator (interim) - Financial Resources

Lester B. Pearson School Board

1925 Avenue Brookdale, Dorval, Québec H9P 2Y7 | 1 Position available | Published externally on: September 1, 2026

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Expected start date:
September 21, 2026

Job type
1 year Replacement / Full-time

Work location
On site

Salary:
$96,377.00 - $128,500.00 CAD Yearly

Required documents
- CV
- Cover Letter

JOB DESCRIPTION

Interim Coordinator of Financial Resources

Position Overview

The Lester B. Pearson School Board is seeking a dynamic, collaborative and solution-focused financial leader to serve as Coordinator of Financial Resources. Reporting to the Director of Finance, the Coordinator provides leadership in the management of the School Board's financial resources and supports sound, consistent and efficient financial practices across the organization.

The primary areas of responsibility for this interim mandate include accounts receivable, general accounting, financial-statement preparation, the financial oversight of Board projects—including projects supported through Entente Canada-Québec funding—and financial support for the International Department. The successful candidate will also contribute to other Finance Department priorities, as assigned by the Director of Finance.

The School Board is seeking an individual who demonstrates initiative, sound judgment and integrity and who recognizes technology as a means of strengthening financial controls and improving operational efficiency. The Coordinator will lead efforts to improve systems, streamline processes, use data effectively and support employees through technology-enabled change.

General responsibilities

The Coordinator will:

- Help establish the Finance Department's objectives, priorities and annual action plan, and advise the Director of Finance within assigned areas;
- Coordinate accounting, financial-management and reporting activities, including the preparation and review of financial statements;
- Develop and implement financial policies, procedures, systems and management tools;
- Contribute to budget preparation, forecasting and monitoring, and administer assigned budgets;
- Coordinate the financial oversight of Board projects, including those supported through Entente Canada-Québec funding;
- Provide financial advice and operational support to the International Department and administrators across the School Board;
- Analyze financial information and prepare reports, recommendations and decision-support materials;
- Lead improvements involving technology, automation, data analysis and system integration;
- Promote effective internal controls, regulatory compliance and continuous improvement;
- Supervise and evaluate staff, establish work priorities and participate in recruitment, orientation and professional development;
- Support organizational change, foster a collaborative and accountable work environment, and maintain effective

relationships with internal and external partners; and

- Perform any other related duties, portfolios, projects or responsibilities assigned by the Director of Finance.

Required Minimum Qualifications

Candidates must meet one of the following qualification pathways:

- An undergraduate degree in a relevant field of study, such as Commerce with a specialization in accounting or finance, and a CPA designation or equivalent experience; or
- Occupancy of a senior executive or senior staff position in a school board or school service centre for which an undergraduate degree is required under the applicable minimum qualifications.

In addition, all candidates must have a minimum of five years of relevant experience

Required Skills and Competencies

- Demonstrated experience in accounting, financial reporting or financial management;
- Strong knowledge of generally accepted accounting principles, financial reporting and internal controls;
- Management or leadership experience, including the ability to supervise, mobilize and develop employees;
- Strong analytical, organizational and problem-solving abilities, sound judgment and the capacity to develop practical recommendations;
- Demonstrated technological proficiency, including the ability to identify opportunities for automation and system improvement;
- Ability to translate operational needs into practical technological solutions and lead employees through technology-enabled change;
- Strong communication, interpersonal and stakeholder-management skills;
- Ability to manage multiple priorities, meet deadlines and handle confidential information with discretion; and
- Ability to communicate effectively in English and French.

Considered Assets

- Graduate-level education in finance, accounting, business administration or a related field;
- Financial-management experience in a public-sector, unionized or educational environment;
- Experience preparing financial statements, supporting audits or administering government and restricted funding;
- Experience with Entente Canada-Québec funding, international education or other revenue-generating activities; and
- Experience with financial systems, automation, data visualization, process improvement or organizational change.

Working conditions

This position is classified as Class 7, with remuneration and working conditions in accordance with the Regulation Respecting the Conditions of Employment of Management Staff of School Boards. The appointment will end on June 30, 2027, with the possibility of renewal. Salary upon appointment will be determined in accordance with the applicable regulation and the candidate's qualifications and experience.

Equal Access to Employment

The Lester B. Pearson School Board subscribes to the principle of equal access to employment and is committed to promoting an equitable, diverse and inclusive workplace. We encourage applications from all qualified candidates, particularly women, Indigenous peoples, members of visible and ethnic minorities, and persons with disabilities.

Learn more about equal access to employment at LBPSB

The interview process may be carried out, in whole or in part, in accordance with current staffing controls (hiring freeze measures). Any appointment decision, offer of employment, and start date are conditional on compliances with applicable requirements, including, where applicable, required authorizations.

BENEFITS

Maternity/Paternity plans

Life and disability insurance

Employee Assistance program

Professional development opportunities

Family and spouse insurance programs

Personal and sick leave days

Generous vacation periods

A defined contribution pension plan