



Director Administration

Centennial is an independent, secondary and pre-university school that strives to empower young people to conquer the challenges of learning. We provide a supportive and inclusive environment in which young people can learn, progress and succeed. We help students with learning challenges become autonomous, resilient, life-long learners.

Our vision: To become the preeminent school that empowers learners to conquer the challenges of learning.

We are early adopters of the Universal Design for Learning (UDL), a scientifically-driven educational framework that addresses the main barrier to learning: an inflexible, one-size-fits-all approach to teaching. UDL reaches all types of learners, by providing multiple means of representation, expression and engagement. As firm believers in UDL, we aim to be academically and socially inclusive and strive to make learning both accessible and meaningful.

Centennial employees share the following common skills: team oriented, flexible, lifelong learners, personally balanced, neutral and professional at all times and transparent communicators.

Centennial is currently seeking candidates for a Director of Administration. Reporting to the Assistant Head of School, Administration, Enrollment and Development, and working closely with the Head of School, the Director of Administration oversees the accounting, and administration of both Centennial Academy and Centennial College (the School).

The Director of Administration must have sound judgement, be a great project manager and be capable of advising the Head of School and three Assistant Heads of School. He/she will be a coach for his/her direct reports of the Business Office, IT and Office Management departments.

The ideal applicant is a CPA with at least five years of experience. In addition, applicants must be able to communicate very effectively in both French and English. Experience working in a small business environment is a major asset.

**All applications should be sent by December 10, 2017 to humanresources@centennial.qc.ca.
Only those applicants who are selected for an interview will be contacted.**

Responsibilities

The responsibilities of the Director of Administration fall into the following main categories:

Administration

- Supervise and manage, in collaboration with the Assistant Head of School Administration, Enrollment and Development, the administrative and support activities of the School.
- Act as administrative consultant to the Assistant Head of School, Administration, Enrollment and Development.
- Assist in the preparation and monitoring of the School's Strategic Plan and Strategic Financial Plan, with the Head of School and the three Assistant Heads of School.
- Develop and maintain an effective working relationship with the School's teaching and administrative staff.
- Develop and maintain a working relationship with peers in other schools with a view to sharing information and best practices regarding management, financial and administrative policies and practices.
- Contribute to the preparation of information for the Finance Committee and Financial Aid Committee.
- Undertake special projects that may be assigned by the Head of School and the Assistant Head of School Administration, Enrollment and Development.

Treasury

Manage the cash levels of the School to ensure that the investment accounts are maximized and that the cash reserve targets are met.



Accounting

- Prepare the quarterly financial statements on a timely and accurate basis, including revenue and expense analysis and explanations against budget.
- Prepare both the annual budget and revised forecast for the operating and capital functions of the School.
- Supervise and manage the work of the Business Office Manager to ensure that all bank reconciliations and journal entries are accurate.
- Prepare all necessary annual returns to various government agencies.
- Manage the annual year-end audit, including the preparation of the audit file for the auditors.
- Prepare the annual “Rapport Financier Annuel” for the Minister of Education.
- Issue all related income tax receipts.

Purchasing / Accounts Payable

- Supervise and manage the work of Business Office employees to ensure all purchases and payments are made in a timely and accurate manner.
- Supervise the overall purchasing function of the School, including the authorization of all purchase orders before they are sent out.
- Review the specific costs of the School’s operations with a view to ensuring the most economical methods of operation.
- Maintain proper controls over the purchasing / accounts payable system to ensure that only authorized purchases and expenses are incurred and paid for.

Billing / Accounts Receivable

- Supervise and manage the work of the Business Office Manager to ensure that all bills to parents and payments are processed in a timely and accurate manner.
- Monitor the status of all delinquent accounts receivable and implement any corrective actions as deemed necessary.
- Manage the details of the Financial Aid program, including corresponding with parents and participating in the funding decisions based on the annual budget.
- Review student accounts on a regular basis and make any adjustments as deemed necessary.

Human Resources / Payroll

- Supervise and manage the work of the Payroll Administrator to ensure the accurate and timely preparation of the bi-monthly payroll.
- Prepare monthly salary reconciliations.
- Ensure the timely and accurate remittance of government payroll taxes and deductions at source.
- Manage the human resources function of the School by coordinating all interviews, hiring contracts, terminations, probationary reviews, etc. This function also includes allocating appropriate human resources to departments in line with the budget.
- Ensure all salary decisions made by various departments are in accordance with the annual budget.
- Monitor the payroll taxes and employee fringe benefits on a monthly basis to ensure budget objectives are met.
- Ensure that all employment issues within the School are resolved in a way that is consistent with both federal / provincial laws and the faculty union contract.
- Act as a key member of the administrative negotiating team for the union contract renewal.



Centennial Foundation

- Prepare the quarterly financial statements for the Board of Directors and Foundation Finance Committee.
- Monitor the Foundation's operations to ensure that they conform with all regulatory agencies in order to maintain the Foundation's status as a charity.
- Prepare all necessary annual returns to various government agencies.
- Manage the annual year-end audit, including the preparation of the audit file for the auditors.
- Issue all tax receipts for the Foundation.

Facilities Management

- Supervise and manage the work of the Office Manager to ensure that the facilities are kept functional, safe and clean.
- Ensure that IT and communications services are optimally maintained.
- Coordinate the heating, mechanical and energy contracts to ensure the most cost-effective solutions for the School.
- Manage the School's insurance policy to ensure adequate and economical coverage is maintained. Process all necessary insurance claims on a timely basis.
- Participate as a Chair of the Emergency Response Planning Committee and direct this committee appropriately.
- Oversee all renovation and repair projects within the School to ensure that all Facilities Committee directives are met and are within budget.
- Coordinate any rental agreements for the School's facilities.
- Manage the School's cafeteria services contract and ensure that services meet the School's expectations.

Key Competencies for Job Success

The ideal applicant is a:

A communicator

Is an active communicator among staff, school administration and the entire School community. Demonstrates empathy when communicating with parents.

A conflict resolver

Manages and addresses conflicts that may arise from time to time with staff.

A collaborator

Collaborates closely with others to ensure mission aligned management of the School and growth.

A team player

Is an active member of the administrative team and actively participates in developing strategy, monitoring results, and resolving issues faced by the organization. Shares information that will help everyone interact with stakeholders, while maintaining the level of confidentiality that is required by the position.

Structured

Is organized and procedural in dealing with matters from various departments and with various timelines.