



Director of Administration

Located in Montreal, Quebec, Centennial is a leader in inclusive education and is dedicated to helping young people master their learning challenges, become autonomous and resilient learners, and graduate on time. Centennial operates a secondary school (Centennial Academy) and a college (Centennial College).

Centennial is presently looking for a Director of Administration who will:

- Effectively manage all administrative functions for the school;
- Be a key member of the school's leadership team;
- Promote Centennial's unique mission, values and approach.

Your mission

Reporting to the Assistant Head of School (Administration, Enrollment and Development), your role will be to manage all of the following functions for the school:

ACCOUNTING AND FINANCE	FACILITIES MANAGEMENT	RESOURCE MANAGEMENT	HUMAN RESOURCES
<ul style="list-style-type: none"> • Budgeting • Purchasing • Accounts P/R • Financial statements • Financial reports • Tax returns • Government reports 	<ul style="list-style-type: none"> • IT • Communications • Maintenance • Cleaning • Service contractors • Security • Insurance 	<ul style="list-style-type: none"> • Classroom equipment • Classroom supplies • Computers • Software • Textbooks • Learning tools 	<ul style="list-style-type: none"> • Job postings • Interviews • Hiring • Contracts • Payroll • Benefits • Liaison with staff

Objectives for your first year

- Understanding and implementing the mission, values and approach of the school.
- Integrating successfully into the school team and assuming a leadership role.
- Taking charge of and improving the process of producing financial statements and reports.
- Mastering the school's multi-purpose portal, which unites the school's most important functions (e.g., pedagogical information and tools; databases; accounting; reporting).

You will excel in this job if you are:

- An excellent team player and leader;
- An effective communicator in both French and English;
- A collaborative problem-solver;
- An action-oriented and results-driven project manager;
- Committed to the school's mission, values and approach.

Why you should join our team

- You will play an important role in a school that is recognized as a model for inclusive education.
- You will be working with a passionate team that is committed to making learning accessible.
- You will be part of a school that offers a life-changing educational experience.
- You will have a chance to help grow the new francophone sector of the secondary school.
- You will directly impact the school's future by helping with its relocation plan.

Education and experience required

- You are chartered accountant (CPA) with approximately five years of experience.
- You communicate very effectively in both French and English.
- You have experience working in - or for - small businesses.
- You have a high level of competency with Microsoft Office applications and accounting software.

How to apply

- Please email your CV and a covering letter to:
humanresources@centennial.qc.ca.
- To see a more detailed job description, click [here](#).
- Bilingual candidates will be given priority.
- Only those applicants who are selected for an interview will be contacted.