



MUSÉE du  
MONTRÉAL  
JUIF

**Job Title:** Finance Manager

**Location:** Montreal, QC (Variable hybrid – avg. 1-2 days/week in office; more consistent in-office work during audit season)

**Type:** Full-time

**Salary:** \$74,000–\$82,000 annually

**Application Deadline:** Thursday August 14, 2025 at 12:00pm EST

**Start Date:** September 2025

### About the Museum

The Museum of Jewish Montreal (MJM) is an innovative place to connect with Montreal's Jewish life and identity, share our diverse heritage, and create new cultural experiences. Through exhibitions, public programs, and immersive projects we bring Montreal's diverse Jewish history and contemporary culture to life in meaningful ways.

### About the Role

We are looking for a detail-oriented and proactive **Finance Manager** to oversee and continuously improve our financial operations. This is a key operational role responsible for day-to-day accounting, budgeting, compliance, and financial reporting, while also supporting the HR and fundraising teams. Reporting to the Executive Director and working closely with our external accountant and senior staff, you'll ensure our finances are organized, transparent, and aligned with our mission and growth.

### Key responsibilities include:

#### Finance & Bookkeeping

- Lead all bookkeeping and accounting operations including: payroll/DAS, accounts receivable / payable, EFTs / deposits, reconciling / closing quarters, and sales tax filings.
- Maintain accurate and well-organized financial records and cloud backups.
- Monitor and report on cash flow and financial position regularly.
- Improve financial systems and processes (e.g. documentation, use of APIs, and software automation).

#### Audit & Tax

- Prepare documentation for the annual audit and work closely with the external accountant

- Ensure timely and accurate filing of corporate tax returns and other regulatory filings.

### **Budgeting & Forecasting**

- Lead the development and monitoring of the annual budget with the management team.
- Analyze revenue streams, staffing costs, and operational expenditures.
- Prepare financial forecasts and variance reports to support strategic decisions.

### **Governance & Compliance**

- Manage all required filings and communications with Federal and Provincial authorities when needed for bookkeeping or compliance needs.
- Ensure compliance with non-profit regulatory requirements.

### **Human Resources Support**

- Track staff vacations and time off.
- Assist in planning for and projecting part-time staffing budgets.
- Support financial reporting to federal student employment programs (e.g., Young Canada Works, Canada Summer Jobs).
- Lead the development and management of a staff benefits program.

### **Fundraising & Grants**

- Support and prepare detailed budgets for certain grant applications.
- Lead financial tracking and reporting for grant-funded projects, including a significant renovation project funded by multiple government bodies and private supporters.
- Collaborate with the Development Manager to prepare reports on annual and special fundraising campaigns for the Fundraising Committee and Board.

### **Required Qualifications:**

- Minimum 3–5 years of experience in financial management or accounting positions.
- Proficiency with accounting software (e.g., QuickBooks, Wagepoint, Dext, Excel).
- Knowledge of Canadian tax law, payroll regulations, and nonprofit reporting standards.
- Experience preparing materials for audits and managing complex budgets.
- Strong organizational and time management skills with impeccable attention to detail.
- Bilingualism in English and French (spoken and written).
- Ability to work independently while collaborating effectively across teams.
- A problem-solving mindset and eagerness to improve systems and processes

### **Assets**

- CPA designation (or in progress)
- Completion of a training or certificate program in nonprofit financial management (or equivalent)
- Experience working in nonprofits, cultural organizations, or community-based settings
- Familiarity with grant budgeting and reporting
- Comfort engaging with external stakeholders, including funders and board members
- Passion for arts, culture, or Jewish heritage

## **How to Apply**

To apply, please submit the following in one PDF to [emplois-jobs@imjm.ca](mailto:emplois-jobs@imjm.ca) with the subject line **"Finance Manager"**:

- Your CV
- A short cover letter telling us:
  - How your experience and skills align with the role and requirements
  - Any additional strengths or experiences you bring to the position
  - Your earliest possible start date

**Application deadline:** Thursday, August 14, 2025 at 12:00 p.m. EST

***The Museum of Jewish Montreal is committed to ensuring that we are an inclusive space and encourage applications from everyone, including but not limited to women, Indigenous peoples, visible minorities, people with disabilities, and persons of all sexual orientations and gender identities. Should you require any accommodations through the job application process, please do not hesitate to let us know.***