



## COORDINATOR OF ADMINISTRATIVE SERVICES

We are looking for a Coordinator of administrative services, regular, full time position, who can help us to achieve our College mission and goals.

### THE POSITION

Reporting to the Director of Constituent College, the successful candidate will manage (coordinate, supervise, organize and evaluate) programs, activities and resources relating to financial services, building and equipment management and auxiliary services.

### MAIN RESPONSIBILITIES

#### Financial management and coordination

- Coordinate the planning, development and monitoring of operating and capital budgets;
- Coordinate the preparation, consolidation and submission of annual budget forecasts to Champlain Regional College;
- Develop, implement and monitor internal financial controls, policies and procedures;
- Ensure the integrity, reliability and continuous improvement of financial information and reporting systems;
- Contribute to the preparation of financial statements and required government reports;
- Perform and oversee financial analyses, including assessment of budgetary balance between expenditures, allocated resources and self-generated revenues;
- Ensure compliance with CEGEP financial regulations and applicable legislation;
- Establish and maintain financial reporting tools and communication mechanisms for departments;
- Coordinate procurement processes in accordance with public-sector regulations and institutional requirements;
- Advise managers on budget management, financial interpretation and decision-making;
- Contribute to the ongoing improvement of financial systems and administrative processes.
- Supervise and support a team of administrative staff;
- Coordinate cross-departmental activities to ensure consistency and compliance of financial processes.

#### Institutional coordination and liaison

- Act as the primary liaison between the Constituent College and Champlain Regional College for financial management and budget processes;
- Ensure the alignment and application of regional financial policies, directives and institutional procedures;
- Coordinate the timely transmission of financial information, budget forecasts and required documentation to regional and government authorities;
- Advise management on the interpretation and application of institutional policies, procedures and regulatory requirements.

## Financial operations

- Coordinate and ensure the integrity of key financial activities (invoicing, leases, expenditure control, account verification and reconciliations);
- Ensure the accuracy and compliance of financial transactions and supporting documentation.

## Auxiliary services

- Oversee auxiliary services (residences, food services, bookstore) with a focus on financial performance, contractual compliance and efficiency;
- Monitor results and recommend improvements.

## SKILLS REQUIRED

- Strong expertise in financial management and strategic vision in resource management ;
- Ability to plan work and meet deadlines ;
- Excellent oral and written communication skills in French and English ;
- Strong interpersonal and teamwork skills ;
- Strong analytical and problem-solving skills and attention to detail ;
- Up-to-date knowledge of information technologies related to financial systems ;
- Understanding of financial issues relating to public institutions ;
- Excels in accountability management ;
- In-depth knowledge of the Microsoft Office suite ;

## REQUIRED QUALIFICATIONS

### Education and experience

- Undergraduate degree in finance, or equivalent years of study in a relevant field, or 5 years' relevant experience in finance.

## SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 7 position, the salary range is between \$96 482 and \$128 642.

## HOW TO APPLY

Please submit your curriculum vitae and cover letter to: [selectioncommittee@crcmail.net](mailto:selectioncommittee@crcmail.net)

*N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain College Lennoxville is an Equal Opportunity Employer and invites candidates to identify themselves as members of a group covered by the Act Respecting Equal Access to Employment in Public Bodies.*

Champlain College Lennoxville, hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/ visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

START DATE: As soon as possible  
DATE OF POSTING: June 1, 2026  
CLOSING DATE OF POSTING: June 15, 2026