



## **COORDINATOR OF ADMINISTRATIVE SERVICES**

We are looking for a Coordinator of Administrative Services who can help us achieve our college mission and goals.

### **THE POSITION**

Reporting to the Director of Constituent College and Studies, 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**

- Provide consulting services and functional expertise to the team and other departments, as well as high-quality customer service;
- Supervise and support the administration and auxiliary services team (3 to 4 employees);
- Prepare and monitor the college's operating and capital budgets, implement internal controls, monitor costs and procurement process;
- Prepare the annual operating and capital budgets;
- Collaborate with the regional college Administrative Services on financial reporting for transmission to the government;
- Bank reconciliation, verification of invoicing at end of quarter and fiscal year;
- Establish financial communication mechanisms for the college's various departments and services;
- Financial analysis and interpretation of CEGEP financial regulations;
- Auxiliary services management – student residences, food services, bookstore;
- Financial management – leases, invoicing, acquisitions, and administration;
- Responsible for the printing center and receiving department;
- Ensure compliance with copyright rules.

### **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 \$84,101 and \$112,133. (salary range under review management position)

## 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.

<b>START DATE:</b>	As soon as possible
<b>DATE OF POSTING:</b>	Friday, May 16, 2025
<b>CLOSING DATE OF POSTING:</b>	Thursday, May 29, 2025, at 11:59 p.m.