



ASSISTANT DIRECTOR – FINANCIAL SERVICES

Are you looking for an opportunity to use your expertise in financial resource management while contributing to the mission of Champlain Regional College and its constituent colleges? Join our dynamic team as **Assistant Director, Financial Services**.

Status of position: Regular, full-time position

Workplace: 1301, boul. de Portland, Sherbrooke (Québec)

JOB DESCRIPTION

Under the authority of the Director of Administrative Services, you will be responsible for planning, organizing, coordinating, directing and controlling all activities related to the rigorous management of the College's accounting and budgetary operations. You will supervise the production of financial statements, budget planning, audit missions as well as various reporting, while ensuring compliance with the College's regulations, policies and procedures.

As a subject matter expert, you will be a key advisor to your team and College managers. You will also work closely with the administrative units of the three constituent colleges.

GENERAL RESPONSIBILITIES

- Define the objectives and strategic direction of the service in line with those of the College.
 - Support management in the development of strategies and policies in financial and contractual management.
 - Develop and optimize the service according to needs and available resources.
 - Ensure the effective management of the service's human, financial, and material resources.
 - Guarantee the integrity and effectiveness of the institution's financial management systems.
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SPECIFIC RESPONSIBILITIES

- Participate in the development of the department's directions and strategies.
- Contribute to the definition of objectives, the development of policies and the implementation of administrative procedures.
- Represent the College before external organizations on all financial matters.
- Supervise the production of financial statements, budget planning and reporting.
- Ensure the application of laws, regulations and agreements of a financial and fiscal nature (taxes, commodity taxes), as well as the budgetary and financial regime of CEGEPS.
- Develop optimized internal control tools and mechanisms, including the evolution of accounting and financial systems.
- Plan, coordinate and supervise accounting operations.
- Participate in preparing budget projections and the annual budget (operating and investment funds).
- Advise and support managers in preparing and monitoring their budgets.
- Coordinate the preparation of financial statements in accordance with Canadian public sector accounting standards.
- Ensure budgetary availability of acquisitions and budgetary control of investment projects.
- Ensure effective monitoring of financing and cash management.
- Supervise the updates and security of the computerized financial management system.

REQUIRED COMPETENCIES

The ideal candidate is recognized for their mobilizing leadership and interpersonal skills. They have excellent judgment, open-mindedness and good listening skills. They demonstrate a strong capacity for teamwork and have the ability to analyze and synthesize, allowing them to manage several files simultaneously.

This person contributes to the continuous optimization and automation of our processes, while respecting individuals, their development and their strengths. Able to work under pressure, this person demonstrates a decisive spirit that is illustrated by concrete achievements.

In addition to having extensive knowledge of accounting, this person is familiar with internal control and the application of accounting standards.

REQUIRED QUALIFICATIONS

- Hold a bachelor's degree in business administration or in a discipline deemed relevant.
- Have five (5) years of relevant experience, including management of a team.
- Hold a recognized accounting designation (CPA).
- Have good knowledge of the laws and regulations on taxation and commodity taxes.
- Have a strong command of the French language, as well as be functional in English, spoken and written.
- Knowledge of the CLARA finance module is an asset.
- Knowledge of the budgetary and financial system of CEGEPs is an asset.

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a class 7 position, the salary scale is between \$96 377 et \$128 500.



APPLICATIONS

Please send your resume and cover letter to: selectioncommittee@crcmail.net

N.B.: Candidates will undergo selection tests. Only candidates selected for an interview will be contacted. Champlain Regional College 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 Regional College recruits on the basis of merit and is firmly committed to equity, diversity and including within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous peoples, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as all qualified candidates who possess the skills and knowledge to engage productively with diverse communities.

START DATE: Monday August 31st, 2026
POSTING DATE: Wednesday July 29, 2026
POSTING CLOSING DATE: Wednesday August 12, 2026