

TECHNICIAN – FINANCIAL SERVICES – TEMPORARY

Champlain Regional College is seeking the services of a **Technician – Finance** for a full-time temporary. This position is located at 1301 Portland Boulevard, Sherbrooke (Québec).

PRIMARY RESPONSIBILITIES

1. Expense and Payment Management:
 - Record all travel expenses and DMPs (payroll-related, student reimbursements, suppliers, etc.) in the financial system;
 - Record all US-Bank Visa card transactions of purchasers in the financial system;
 - Record employees' corporate US-Bank credit cards;
 - Validate account numbers and make the appropriate corrections;
 - Ensure taxes are calculated where applicable;
 - Ensure compliance with the College's travel policy;
 - Ensure proper documentation is provided with travel expenses and contact campuses for missing information;
 - Issue payments and file invoices and proofs of payment by campus/employee/payroll suppliers and others;
 - Provide support to constituent colleges with expense reports and other financial information.
2. Journal Entry Processing:
 - Make corrections or allocations to multiple activities (DMA, DMP, RPD);
 - Import payroll entries;
 - Make online payments of payroll deductions (RBC tax reporting system).
3. Daily, Monthly, and Annual Task:
 - Prepare deposits for the two funds of the administrative center;
 - Manage and reconcile petty cash;
 - Conduct physical inventory at the Sherbrooke office;
 - Monitor and respond to emails and phone calls;
 - Follow up on specific general ledger accounts;
 - Prepare the government-required book purchase report (monthly);
 - Prepare the taxable benefits report for payroll (gifts, clothing, internet costs) (monthly);
 - Manage student revenues (accounts receivable vs. deferred revenue) Clara Pedagogy vs. Clara Finance (verification and support to constituent colleges) (quarterly);
 - Prepare GST/QST returns (quarterly);
 - Calculate and record GST/QST recovery on administrative fees (annually);
 - Allocate insurance costs (BFL/Collecto/AON Parizeau) (annually).
4. Document and Report Preparation:
 - Prepare the Loi 90 file for the Human Resources department;
 - Prepare employees' physical files for the following year and archive files from previous years;
 - Prepare various documents to be used for the next fiscal year;
 - Produce T4As, RL-1 slips, and summaries for government reporting.
5. Other Tasks:
 - Perform any other duties deemed necessary by the supervisor;
 - Prepare archive boxes and/or assist in this task;
 - Archive the previous cycle after auditors' review and create new files as needed

REQUIRED COMPETENCIES

- Must be autonomous;
- Must be highly organized in a complex work environment;
- Must demonstrate expertise with MS Office Suite, particularly Excel, Word, PowerPoint, and Outlook;
- Knowledge of integrated financial systems in a multi-site organization is considered an asset.

REQUIRED QUALIFICATIONS

- Must hold a college diploma (DEC) in Administration with a specialization in Accounting. A bachelor's degree in Finance will be considered an asset;
- Must have a minimum of two (2) years of relevant experience;
- Must be comfortable in an English-speaking environment with strong written and oral communication skills in both English and French.

HOW TO APPLY

Please submit your curriculum vitae and cover letter to the following address:
selectioncommittee@crcmail.net

N.B. Applicants will be required to undergo selection tests. Only candidates selected for an interview will be contacted.

Champlain Regional College hires on the basis of merit and is strongly committed to equity, diversity, and inclusion within its community. We strongly encourage applications from racialized persons/visible minorities, women, Indigenous peoples, persons with disabilities, ethnic minorities, members of minority sexual orientations and gender identities, as well as all qualified applicants with the skills and knowledge to productively engage with diverse communities. Candidates are invited to self-identify as members of a group targeted by the *Act respecting equal access to employment in public bodies*.

STARTING DATE: As soon as possible

POSTING DATE: Tuesday, October 14, 2025

CLOSING DATE: Tuesday, October 21, 2025