

FINANCE-TECHNICIAN

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

1. Expense and Payment management:
 - Record all travel expenses and DMPs (related to payroll, student reimbursements, suppliers, etc.) in the financial system.
 - Record all US Bank Visa card transactions from purchasers in the financial system.
 - Record employees' US Bank corporate credit card transactions.
 - Validate account numbers and make the necessary corrections.
 - Ensure that taxes are calculated when applicable.
 - Ensure compliance with the College's travel policy.
 - Ensure that appropriate supporting documentation is provided with travel expense claims and contact campuses to obtain missing information.
 - Issue payments and file invoices and proof of payment by campus, employee, payroll supplier, and other categories.
 - Support constituent colleges with expense reports and other related information.
2. Journal entry processing:
 - Make corrections or allocations to various activities (DMA, DMP, RPD).
 - Import payroll journal entries.
 - Process online payments of payroll deductions (RBC Tax Reporting System).
3. Daily, Monthly, and Annual Tasks:
 - Prepare deposits for both Administrative Centre funds.
 - Manage and reconcile petty cash.
 - Conduct the physical inventory at the Sherbrooke office.
 - Monitor and respond to emails and telephone calls.
 - Follow up on selected general ledger accounts.
 - Prepare the government-required book purchasing report (monthly).
 - Prepare the taxable benefits report for payroll (gifts, clothing, internet costs) (monthly).
 - Manage student revenues (accounts receivable versus deferred revenues), Clara Pedagogy versus Clara Finance (verification and support for constituent colleges) (quarterly).
 - Prepare GST/QST returns (quarterly).
 - Calculate and record GST/QST recoveries on administrative fees (annually).
 - Allocate insurance costs for BFL, Collecto, and AON Parizeau (annually).
4. Preparation of Documents and Reports:
 - Prepare the Bill 90 for the Human Resources Department.
 - Prepare employees' physical files for the following year and archive files from previous years.
 - Prepare various documents required for the next fiscal year.
 - Produce T4A slips, Relevé 1 slips, and the related government summaries
5. Other duties :

- Perform any other tasks deemed necessary by the supervisor.
- Prepare archive boxes and/or assist with this task.
- Archive the previous cycle after the auditors' review and create new files as required.

REQUIRED SKILLS

- Must be self-motivated and able to work independently.
- Must be highly organized in a complex work environment.
- Must demonstrate proficiency in the MS Office Suite, particularly Excel, Word, PowerPoint, and Outlook.
- Knowledge of integrated financial systems within a multi-site organization will be considered an asset.

REQUIRED QUALIFICATIONS

- Must hold a Diploma of College Studies (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 working in an English-speaking environment and possess strong written and oral communication skills in both English and French.

HOURLY RATE

Between \$27.78 and \$37.08 per hour, according to experience

WORK SCHEDULE

Monday to Friday, 35 hours per week, with the possibility of teleworking 2 to 3 days per week

HOW TO APPLY

Please submit your résumé and cover letter to: selectioncommittee@crcmail.net

Note: *Candidates will be required to complete 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 welcome applications from racialized persons/members of 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 necessary to engage productively with diverse communities. Applicants are invited to self-identify as members of a designated group under the *Act Respecting Equal Access to Employment in Public Bodies*.

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START DATE:	Tuesday, September 8, 2026
POSTING DATE:	Monday, July 27, 2026
CLOSING DATE:	Friday, August 17, 2026