



MANAGER – FINANCIAL SERVICES

Champlain Regional College is recruiting for a **Manager – Financial Services** to oversee its operating fund. Under the supervision of the Assistant Director – Financial Services, the incumbent will be responsible for managing the operations of the College operating funds, supervising department employees, and supporting financial reporting. The incumbent will collaborate closely with management as well as the administrative units of the three constituent colleges.

Position: Regular, full time

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

DESCRIPTION

As Manager of Financial Services, you will play a central role in preparing and analyzing financial data, monitoring budgets, and producing quarterly and annual financial reports. You will provide critical support in managing the operating fund and work with various stakeholders to ensure compliance with applicable accounting standards and regulations. You will also contribute to optimizing financial tools and systems for your team and the college managers.

MAIN RESPONSIBILITIES

- Actively participate in the preparation, monitoring, and analysis of the College's quarterly and annual financial reports.
 - Contribute to the preparation of external audit files and assist auditors.
 - Prepare and submit reports required by the Ministry and other regulatory bodies.
 - Ensure compliance with college budgetary and financial system standards and the application of accounting standards (GAAP).
 - Analyze and reconcile budget items to identify and document variances.
 - Collaborate in bookkeeping and the production of the College's financial reports.
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OTHER RESPONSIBILITIES

- Provide technical support to the College departments regarding the use and operation of accounting systems.
- Ensure compliance with internal control rules for accounting operations and suggest improvements, as needed.
- Contribute to the implementation, improvement, and updating of accounting systems and financial tools.
- Monitor financial laws, policies, and regulations and ensure their application.
- Support management in organizing and achieving financial objectives.
- Perform any other related task, as required by the department.

REQUIRED QUALIFICATIONS AND COMPETENCIES

- Diploma of college studies (DEC)
- Minimum of 3 years of relevant experience, preferably in the public sector
- Excellent command of accounting software and financial management tools (Excel, Word, Clara Finance)
- Strong financial data analysis and synthesis skills
- Autonomy, organizational skills, and the ability to manage priorities in a timely manner
- Good knowledge of tax and commodity tax laws and regulations
- Proficient in French and functional in English, both spoken and written
- Excellent interpersonal and teamwork skills

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 3, the salary range is between 60 864 \$ et 81 150 \$.

HOW TO APPLY

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

N.B. Candidates will be required to submit to 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 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. We invite candidates to identify themselves as members of a group covered by the *Act Respecting Equal Access to Employment in Public Bodies*.

START DATE:	As soon as possible
DATE OF POSTING:	Thursday, April 17, 2025
CLOSING DATE FOR APPLICATIONS:	Thursday, May 1st, 2025