

IDENTIFICATION

Department	Position Title	
Aurora College	Assistant Comptroller	
Position Number	Community	Division/Region
91-16553	Fort Smith	Corporate Services & Administration

PURPOSE OF THE POSITION

The Assistant Comptroller coordinates and executes accounting services for multimillion-dollar third-party projects at Aurora College to ensure their effective and efficient financial management. Under the direction of the Comptroller, the Assistant Comptroller also coordinates audits by the Office of the Auditor General of Canada, monitors the overall financial operations and accounting cycle of the College; applies accounting principles, maintains internal controls, analyzes financial data, and prepares/distributes financial reports to provide accurate information to management and ensure compliance with both internal policies and external financial accounting standards.

SCOPE

The Assistant Comptroller is in Fort Smith, reports to the Comptroller and functions as the deputy Comptroller. The Assistant Comptroller works within the context of the College's vision and principles, in accordance with the Financial Administration Act, the Financial Administration Manual, the Public Service Act, Aurora College Act, Government of the Northwest Territories (GNWT) Human Resources Manual and Canadian Generally Accepted Accounting Principles (GAAP).

The Assistant Comptroller must be able to interpret Federal and GNWT legislation, regulations, directives, and Aurora College policies on the operation and administration of their areas of responsibility. As well, this position will aid the Comptroller in executing the College's accounting functions, including establishing and maintaining accounting principles, practices, and procedures, preparing financial statements, and reporting to management and externally.

RESPONSIBILITIES

1. Manages projects and initiatives.

- Manages and plans projects, assignments and transactions from the Comptroller and the Director of Finance/CFO.
- Coordinates, supports, and executes the financial and accounting services of intermittent multimillion dollar third-party projects.
- Oversees an effective system of internal controls to ensure consistent, timely and accurate preparation of financial information of assigned project(s). This includes accountability for ensuring that all financial documents comply with applicable principles, policies, and procedures.
- Prepares and processes project accounts payable and accounts receivable transactions, including issuing of invoices, general receipts, credit notes, and payments. Ensures all transactions are supported by adequate documentation for proper processing and confirms that the transactions are processed in accordance with applicable policies, and they are executed under the proper accounting standards.
- Prevents non-compliance by reviewing payment requests for accuracy and advises applicable managers about discrepancies.
- Ensures effective financial administration on the project. Schedules & prepares financial reports for applicable managers, distributes variance reports, and follows up on discrepancies. Prepares, reviews, and distributes Interim Financial Statements to the Fund provider and other stakeholders.
- Regularly reviews project budgets and cash flows. Controls and reconciles the incoming cash transactions against the budget and records revenue.
- Completes financial month end, year-end, and audit processes for projects, including accounts receivable and payable accruals, journal vouchers, to ensure that financial transactions are accurately allocated to the correct period.
- Compiles all the information regarding the project for the Office of the Auditor General of Canada. Provides all requested information in a timely manner to ensure the audit is completed on a yearly basis, as outlined in the contract.
- Provides input and pertinent information to others at the College for new projects, and initiatives, as required.

2. Oversees accounting transactions and financial controls.

- The Assistant Comptroller functions as a deputy comptroller and is required to act in the Comptroller's role from time to time and to fulfill delegated responsibilities.
- Assists the Comptroller in leading the day-to-day activities of the team providing direction and mentorship and ensuring timely and smooth financial operations.
- Performs a monthly reconciliation of assigned accounts and raises exceptions to the Comptroller.
- Reconciles spending reports and forecasts balances. Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulation, or standards. Submits reports to their supervisor for further scrutiny and approval.
- Prepares Journal Vouchers.

3. Creates budgets, reporting, and monitors financial performance.

- Performs complex financial analysis, generates financial reports, and communicates recommendations to managers to assist them in making proper business decisions.

- Creates, develops, and maintains complex spreadsheets and performs analysis of financial and budgetary data, including reconciliation and variance analysis and ensures necessary documentation is maintained.
- Analyzes data or information by identifying underlying principles, reasons, or facts of the information by breaking down the information or data into separate parts including an analysis of financial data, making revenue forecasts, analyzing financial information to project future revenues or expenses and analyze budget.
- Tracks, confirms, and verifies the sources of incoming funds and outgoing expenditures.
- Consolidates accounting data for presentation and provides an overview of the financial status of the operations.
- Assists in projecting the future financial needs of the College, taking into consideration the various projects undertaken by the organization and helps in managing the financial resources.
- Participates in the development of corporate financial statements, examines, and audits financial documents and prepares various schedules for the audited financial statements. This includes compiling categorizing, calculating, tabulating, auditing, or verifying information or financial data.

4. Communicates financial expertise to others.

- Provides training and interpretation to staff to ensure consistent and timely application of applicable financial policies and procedures.
- Provides on-going assistance and advice to regional financial staff and other managers/staff as required.
- Prepares updates and maintains the Assistant Comptroller's Policy and Procedure

5. Contributes to the effectiveness, safety, and reputations of the College.

- Complies with all institutional policies and applicable legislation.
- May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others. Acts as an ambassador by promoting Aurora College's programs and image.
- Escalates safety concerns to supervisor.
- Fosters a supportive learning/working environment and assists other staff/faculty as needed.
- Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
- Participates in an appropriate share of institutional service assignments, such as participating in committees.
- Documents professional development plan and required training needs.

WORKING CONDITIONS

Physical Demands

No unusual conditions.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual conditions.

Mental Demands

No unusual conditions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial operations, financial planning, and Canadian Generally Accepted Accounting Principles (GAAP).
- Knowledge of annual budget and financial cycles, cash flows and historical trend analysis.
- Ability to monitor accounting operations, internal controls, and compliance to established legal, regulatory, and applicable policies and procedures.
- Skills in providing guidance/recommendations on accounting treatment for complex, operational requirements.
- Skills in computer software applications (particularly spreadsheet, database and statistical applications).
- Skills in time management, managing priorities, financial analysis, attention to detail, and information processing.
- Ability to safeguard sensitive information.
- Ability to solve problems systematically, from identifying the issue to developing and reporting recommendations.
- Ability to adhere to strict deadlines and timelines.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a University degree with an accounting concentration and 5 years of experience in the finance & accounting field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred