

IDENTIFICATION

Department	Position Title	
Aurora College	Comptroller	
Position Number	Community	Division/Region
91-7162	Yellowknife	Corporate Services & Administration

PURPOSE OF THE POSITION

The Comptroller implements accounting procedures, delegates signing authority, oversees transaction processing, and creates monthly and annual financial reporting for Aurora College. Under the direction of the Finance Director/CFO and in accordance with the Financial Administration Act (FAA) and authorities delegated by the Comptroller General, the Comptroller ensures compliance with all internal and external accounting standards, financial policies, and reporting requirements via efficient financial operations at Aurora College.

SCOPE

The Comptroller is located in Yellowknife and reports directly to the Director of Finance/CFO. The incumbent carries out the daily controllership duties as directed by the Financial Management Board and the Comptroller General. The Comptroller (i) assumes primary accountability for production of the financial statements for Aurora College, (ii) ensures internal processes and systems are maintained for day-to-day management of financial operations and financial reporting, (iii) liaises with government organizations, reporting agencies, GNWT Departments, and (iv) plays an important role during the field audit completed by Auditors from the Office of the Auditor General, Canada.

The Comptrollership for Aurora College revenue/expenditures is approximately \$60 million dollars. This position holds a \$250,000 spending, payment, and contract authority. Reporting directly to the Comptroller are 3 Finance Managers, 1 Assistant Comptroller, 2 Accounting Services Officers, and 1 Corporate Revenues and Collection Officer. Indirect reports include 4 Finance Officers, who report to the Finance Managers.

The Comptroller provides technical leadership to the Finance Managers and financial accounting staff that ensure effective accountabilities for all financial activity as well as accurate and timely process of financial transactions. Comptrollership services are responsible for

coordinating, supporting, and executing effective and efficient financial and accounting services for their respective division/regions and the regionally processed Campus and Community Learning Centre's specific transactions are posted and reported centrally. Comptrollership Services also includes College wide revenue generation, accounts receivable and collection activities and accounting services activities.

RESPONSIBILITIES

1. Directs accounting processes and evaluates financial controls.

- Establishes and maintains effective, accurate and timely financial and accounting systems and internal controls for the institution.
- Ensures that all financial processing activities are completed in accordance with relevant legislation, regulations, and policies. Guarantee that all transactions are accounted for in accordance with Generally Accepted Accounting Principles GAAP for the Public Sector, which is issued by the Public Sector Accounting Board of the Institute of Chartered Accountants of Canada (PSAB).
- Establishes and oversees processes to manage the distribution, monitoring and payment of corporate visa cards issued to employees. This includes card application, issuance, credit limits/signing authority, transaction monitoring, cancellations, and reconciliation.
- Guarantees sound internal controls and comptrollership functions are used in the College by ensuring proper systems, processes and internal controls are in place to manage and report on expenditures, revenues, and accounts.
- Directs and supervises the day-to-day management of accounting functions of the Department.
- As Multiview administrator, manages the implementation of changes to the financial system and provides training for finance and accounting staff to ensure the on-going integrity of financial information that is generated by the system. This includes liaison with external providers and College IT staff, as required.
- Provides guidance and supervision to regional and head office accounting staff through monitoring of assigned accountabilities, technical guidance and support, feedback, training, and coaching, to sustain employee engagement and productivity. This includes regular review of transactions, procedures, processes, and leadership of regional finance meetings.

2. Manages reporting and oversees financial performance.

- Reviews and approves all audit working papers and schedules completed for the College's Audited Financial Statements. Provides all requested information to the Auditors of the Office of the Auditor General of Canada during the field audit.
- Conducts financial analyses and prepares regular and specialized financial reports.
- Produces both consolidated (March 31st) year-end financial statements for the GNWT, and fiscal year end (June 30th) financial statements for Aurora College. This includes year end reconciliations, working papers, audit documentation, and closing journal entries.
- As directed by the Director of Finance/CFO, prepares reports and provides responses for information requests from Risk Management and Insurance, Department of Finance of the GNWT.

- Prepares all Canada Revenue Agency, Statistics Canada, and Education, Culture and Employment. This includes (but is not limited to) monthly GST remittances, charitable organization tax returns, T4As, T4s.
- Rolls up budget and variance reporting for programs and third-party contracts, to produce summary reports for the Board of Governors and President/Executive Leadership Team of the College.

3. Directs accounts payable processes and evaluates controls.

- Ensures accounts payable are appropriately approved, recorded, processed, and paid on a timely basis. This includes review, posting and processing of cheques and approval of third-party payables.
- Administers payment for Aurora College payroll by reconciling GNWT payroll distribution reports to employee listings and coding to post payment of payroll expenses. This includes reallocation of salaries to be invoiced to third party organizations or other government departments.

4. Directs accounts receivable processes and evaluates controls.

- Directs the Accounts Receivable and Collections activities.
- Ensures timely collection of college revenue by making sure that account receivables are appropriately invoiced, accounted for and managed. This includes approval of credit to students and other clients in accordance with approved policies and procedures, and supervision of collections for outstanding accounts.

5. Leads and supervises direct reports.

- Establishes the priority issues for action by others in the department.
- Ensures all those working in the department or other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation.
- Encourages those working in the department to informally promote Aurora College' activities.
- Promotes workplace safety in all the department's activities. Ensures staff in the department perform regular safety inspections of equipment and work locations with timely resolution of safety issues.
- Fosters teamwork and supports the work of staff in the department. Attends, and may help coordinate, team-building functions outside the department.
- Organizes, plans, and leads regular department meetings.
- When applicable, actively seeks constructive input from staff on how to capture and build on the synergies of all three campuses & other regions.
- Develops, revises, and budgets a training plan to map out training requirements for all in the department, as well as developmental/beneficial training.
- Reviews and approves professional development plans for direct reports and monitors follow-up activities to maintain high standards of performance.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
- Ensures all new direct reports are fully oriented to the institution, their positions, and where necessary, to their community.

- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from the Director of Finance/CFO and GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Monitors employee performance on an on-going basis and completes annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- Encourages staff in the department to liaise with those in other departments, and campuses/regions, both virtually and in person.
- Ensures service assignments to staff in the department are appropriately shared.

6. Contributes to the effectiveness, safety, and reputation of Aurora College

- Develops short-term (~1 year or less) plans for the department, ensuring alignment with Aurora College strategy/plans. Provides input and support to the Director of Finance/CFO with creation of the unit-level plan
- Collaborates with other Managers to resolve any operational misalignment across departments.
- Participates in an appropriate share (as defined by the Director of Finance/CFO) of institutional service assignments, such as leading/participating in committees, task forces, and ad hoc projects.
- Identifies risks as it relates to the department, escalating to the Director of Finance/CFO for mitigation.
- Provides input and pertinent information to others for new initiatives as required.
- Undertakes/leads special projects, with Director of Finance/CFO approval.
- Maintains and supports relationships important to the unit and/or department by meeting regularly with stakeholders including, but not limited to, Indigenous organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.
- When asked by the Director of Finance/CFO, may represent the institution or Finance department at meetings.
- Develops/updates procedure manual(s) for all supervised positions.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Public Service Accounting Principles as well as financial techniques, financial systems, accounting policies and procedures.
- Knowledge of both the conceptual and practical aspects of producing financial reports, reconciliations, budgeting, and the processing of day-to-day accounting transactions.
- Ability to use financial systems, advanced spreadsheet techniques, word processing, presentation software, database management, and email.
- Ability to learn and apply GNWT and Aurora College financial administration policies and regulations.
- Skills in statistics, analytics, and conceptual thinking
- Skills in planning and problem-solving
- 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:

A bachelor's degree in a relevant field, CPA Designation, and at least seven (7) years related work experience that includes at least three (3) years management experience, preferably in a unionized work environment.

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