



IDENTIFICATION

Department	Position Title	
Commission scolaire francophone TNO	Comptroller	
Position Number	Community	Division/Region
95-10602	Yellowknife	HQ

PURPOSE OF THE POSITION

The Comptroller is the Chief Financial Officer of the Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) and is responsible and accountable for planning, directing and controlling all financial functions for the CSFTNO, ensuring that the CSFTNO's financial operations comply with the *Education Act*, the *Financial Administration Act*, the Human Resources Manual, the Union of Northern Workers (UNW) and NWT Teachers Association (NWTTA) Collective Agreements and the CSFTNO's policies and procedures.

SCOPE

The Board of the CSFTNO is the governing education body for the CSFTNO as legislated under the *Education Act*. The CSFTNO Board consists of three elected trustees each from Hay River and Yellowknife.

The CSFTNO serves approximately 220 students in two schools (Ecole Boréale in Hay River and Ecole Allain St-Cyr in Yellowknife), is responsible for a staff of approximately 34 administrators, teachers and support staff and a budget of over \$4.5 million. The Directeur général (DG) and office staff provide professional advice; educational, administrative, technical and financial services; and support and assistance to the CSFTNO Board, school administrators and staff, stakeholders, members of the public, and particularly students and their families in order to ensure the delivery of quality educational programs and services.

The Comptroller is located in Yellowknife and reports directly to the DG of the CSFTNO. The Comptroller is part of the senior management team, which also includes the DG.

The Comptroller's position has a significant and direct impact on the operations of the CSFTNO. The incumbent is responsible and accountable for ensuring that all financial

transactions comply with applicable legislation, policies and procedures including the *Education Act*, the *Financial Administration Act*, the French First Language Education Regulations, the Canadian Charter of Rights and Freedoms, CSFTNO Regulations, policies and procedures, the Generally Accepted Accounting Principles, the Affirmative Action Policy, the Business Incentive Policy, and the Collective Agreements with the NWTTA and the UNW.

The Comptroller is also responsible for ensuring that human resources functions, including staffing and personnel, are completed in an effective manner and comply with all legislation, policies and procedures.

The Comptroller has significant and wide ranging latitude to make recommendations to the Board, the DG and the senior management team concerning financial matters, human resources, internal policies, computerized systems and CSFTNO policies and procedures. The Comptroller ensures that the Board has the required information on financial resources to make sound governance decisions and is not open to accusations of misuses or misappropriations of funds.

The Comptroller contributes to the planning processes of the CSFTNO and maintains full financial responsibility (Commitment and Payment Authority).

The Comptroller is responsible for managing the electronic data processing systems within the CSFTNO including the computerized accounting and financial information system. The Comptroller is the CSFTNO's designated Coordinator under the *Access to Information and Protection of Privacy (ATIPP) Act*.

RESPONSIBILITIES

1. Provide effective and timely strategic, financial and human resources planning information and support to the Board and senior management team of the CSFTNO.

- Provide financial, management and human resources advice and guidance to the Board, senior management team and school administrators concerning financial policies and guidelines and strategic and operational planning, ensuring that they have the required information to make sound decisions.
- Conduct financial analyses and prepare financial reports and statements for the Board, senior management team, school administrators and Department of Education, Culture and Employment.
- Participate in and assist with strategic, operational and human resources planning for the CSFTNO.
- Lead financial and long range capital planning for the CSFTNO as a member of the Finance Committee and in accordance with criteria developed by the Board and the GNWT.
- Interpret and advise on the *Public Service Act*, UNW and NWTTA Collective Agreements, the *Education Act*, the GNWT Human Resources Manual, the CSFTNO's policies and procedures, employee handbooks and other legislation, consulting with the Department of Human Resources as required.

- Receive and respond to inquiries and concerns from the UNW and the NWTTA in consultation with the senior management team and the Department of Human Resources.

2. Provide the comptrollership functions for the CSFTNO including administrative, accounting and treasury functions such as revenue/expenditure accounting, cash management and vendor accounts.

- Develop, implement, administer and monitor the CSFTNO's financial and accounting systems and internal controls to ensure the accuracy, completeness, validity and verification of all financial transactions and compliance with financial policies and procedures.
- Proactively provide direction on and establish internal procedures with respect to budgeting, Human resources, and other financial matters.
- Conduct financial analysis and prepares regular and specialized financial reports.
- Negotiate, jointly with the DG, the funding agreements with the Department of Education, Culture and Employment based on established funding formulas.
- Liaise and consult with the Department of Education, Culture and Employment, Department of Finance and other government departments concerning financial matters.
- Ensure that revenue and expenditures fall within established legislation and policies and comply with generally accepted accounting principles.
- Ensure that policies, guidelines and regulations are adhered to and that recruitment and selection process are consistent with policy, legislation and staffing practices.
- Advise the senior management team and the Board of inappropriate use or misuse of funds and of alternative or corrective actions, as well as following up on auditor's reports and management letters.
- Develop and implement purchasing practices, monitor the purchasing system to ensure compliance with GNWT and Board policies and procedures, and oversee accounts payable and receivable, ensuring that all commitments are data entered and outstanding invoices are regularly reviewed.
- Prepare working papers for the annual audit, respond to the auditor's comments concerning CSFTNO finances and operations and oversee actions required to address deficiencies.

3. Process all accounting and financial transactions efficiently and accurately.

- Administer and monitor the CSFTNO's accounting system to ensure the accuracy, completeness, validity and verification of all financial transactions.
- Ensure compliance with funding and contribution agreements established with the Department of Education, Culture and Employment or with other organizations.
- Maintain internal financial controls, perform monthly reconciliations and prepare monthly financial reports to ensure the accuracy and integrity of the financial system.
- Perform year-end financial duties to ensure the financial system is properly closed off on an annual basis.
- Maintain computer hardware, software and networks within the CSFTNO and school offices to ensure the availability of computer and information systems.
- Prepare tender documents and administer the CSFTNO's contracts.

4. Manage and report on all matters and transactions related to Fundraising.

- Record all the donations made by the donors and deliver on request receipts and any documents for tax purposes.
- Liaise and consult with Canada Revenue Agency (CRA) for all financial matters or any compliance to the rules related to Non-Profit organizations
- Perform all the required year-end financial documents required by CRA.

5. Ensure the security of employee information and that the release of employee information adheres to the requirements of the *ATIPP Act*.

- Advise the DG, Board and senior management team on access to information and protection of privacy matters to ensure they are aware of issues which may have political, legal and financial ramifications for the CSFTNO.
- Ensure that responses to inquiries under *ATIPP* are developed in accordance with the legislation.
- Develop and promote information and privacy guidelines and procedures across the CSFTNO.
- Develop and monitor procedures for the administration of the *ATIPP Act*, including tracking requests, reporting on statistics and ensuring adherence to legislative requirements such as the handling of appeals.
- Establish standards for the administration of the Act as well as technical and physical safeguards to ensure confidentiality of records and personal information under the CSFTNO's control

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues. In some cases he must try to influence the actions of others without any direct control for their actions.

KNOWLEDGE, SKILLS AND ABILITIES

- A thorough understanding of financial legislation, policies and procedures.
- In-depth knowledge of budgeting, formula funding, financial analysis and reporting, including the ability to prepare financial reports and statements.
- A thorough understanding of Generally Accepted Accounting Principles (GAAP).

- The ability to establish and manage accounting systems and internal controls.
- Knowledge of and the ability to manage electronic data processing systems including computerized financial information and accounting systems; and student records systems.
- Familiarity with human resources legislation, policies and procedures, particularly in the area of staffing and personnel and benefit administration
- Knowledge of access to information issues and procedures
- Excellent interpersonal and team building skills
- Accounting and bookkeeping skills
- Analytical and problem solving skills
- Decision making skills
- Effective oral and written communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Computer skills including the ability to operate computerized human resource information systems, spreadsheet and word-processing programs, and e-mail at a highly proficient level
- Stress management skills
- Time management skills
- Understanding of the need for, and ability to maintain, strict confidentiality
- Honesty and trustworthiness
- Able to work effectively and respectfully in a culturally diverse environment
- Demonstrates sound work ethics

Typically, the above qualifications would be attained by:

A professional accounting designation (CA, CMA, CGA) from a recognized accounting program and at least 3 years of financial experience.

ADDITIONAL REQUIREMENTS

Position Security

- 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

- 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