



IDENTIFICATION

Department	Position Title	
Dehcho Divisional Education Council	Comptroller	
Position Number	Community	Division/Region
96-3836	Fort Simpson	Council Office / Dehcho

PURPOSE OF THE POSITION

The Comptroller is the Chief Financial Officer of the Dehcho Divisional Education Council (DDEC) and is accountable for planning, directing and controlling all financial, human resources and student records functions for the Division.

SCOPE

The DDEC is the governing education body for the Dehcho region as legislated under the *Education Act*. The DDEC consists of one member from each of the eight District Education Authorities (DEAs) that represent the eight communities of Fort Simpson, Fort Liard, Fort Providence, Kakisa Lake, Jean Marie River, Nahanni Butte, Sambaa K'e and Wrigley. The DDEC serves approximately 450 students in nine schools and is responsible for a staff of approximately 100 administrators, teachers and support staff and a budget of over \$15 million. The Comptroller and staff of the DDEC provide professional advice; administrative, technical and financial services; and support and assistance to the Council, DEAs, school administrators and staff, stakeholders, members of the public and particularly students and their families in order to ensure the delivery of quality financial and human resources services within the Council.

Located in Fort Simpson, the Comptroller reports directly to the Superintendent, who is designated as the Deputy Head under the *Education Act*. The Comptroller is part of the DDEC's Senior Management Team, which also includes the Superintendent and the Assistant Superintendent. The Council's hierarchy is flat and very efficient in that there are no managerial level positions reporting to the Comptroller. Instead, the Comptroller also performs the functions normally associated with the positions of assistant directors or managers of finance, policy and planning, human resources and information technology.

The Comptroller has a significant and direct impact on the operations of the DDEC, the eight DEAs and the nine schools within the Council, and is responsible and accountable for ensuring that all financial transactions, student records functions and human resources activities comply with applicable legislation, policies and procedures including the *Education Act*, the *Financial Administration Act*, the *Public Service Act*, the UNW and NWTAA Collective Agreements, the Affirmative Action Policy, the Business Incentive Policy, Generally Accepted Accounting Principles (GAAP) and DDEC policies and procedures. This includes responsibility for making recommendations to the Superintendent and the Council for the determination of overall Council objectives, policies and plans that involve accounting, budgeting, and financial management. More specific responsibilities include preparing the budget; developing, negotiating and monitoring contribution agreements with the eight District Education Authorities in the Division; conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting; managing the payroll system; maintaining accurate and current student records; and ensuring that the Division is able to attract and retain qualified and suitable human resources within appropriate legislation, policies and procedures. The Comptroller is also responsible for implementing and maintaining computerized financial, inventory, student records, payroll and human resources information systems at both the regional and schools level.

Providing these services in an effective, accurate and current manner will ensure that DDEC revenues and expenditures fall within established budgets and comply with required legislation, policies and procedures. It will also ensure that the Council has the required information on financial, administrative and human resources to make sound governance decisions.

The Comptroller is considered the Council's expert in the areas of finances, payroll, human resources, contracting and student records. The incumbent has latitude to make recommendations concerning Council policies, computerized systems and Council wide procedures while abiding by established legislation, agreements, policies and generally accepted accounting principles.

The Comptroller oversees and supervises the Finance and Administration Officer position which holds responsibility for maintaining and monitoring financial, administrative, personnel administration, payroll and computer systems for the DDEC in order to ensure effective, efficient and accurate operations; and the Administrative Officer position that liaises with Human Resources personnel to ensure that hiring, extending or termination contracts are conducted following due process.

The Comptroller is also responsible for training, providing advice to and monitoring the activities of the DEA Secretary Treasurers and the financial and human resource activities of the school Principals.

RESPONSIBILITIES

- 1. Negotiates the Council's formula funding agreement with the Department of Education, Culture and Employment (ECE) based on specified criteria and student enrollment; prepares the annual budget of over \$15 million:**
 - Reviews historical financial data.
 - Establishes priorities of Council, DEAs and schools; anticipating revenues and expenditures.
 - Conducts financial analysis.
 - Assists in the planning of long-range Capital and Operational plans in accordance with criteria established by the Council and/or the Government of the Northwest Territories (GNWT).
 - Liaises and consults with various GNWT departments concerning financial, human resources and student records requirements.
 - Submits the draft budget to the Superintendent and then Council for approval.
 - Negotiates and prepares contribution agreements with each of the DEAs based on available resources, identified needs and established criteria.
- 2. Establishes and maintains effective, accurate and timely financial and accounting systems and internal controls.**
 - Ensures that financial revenues and expenditures fall within established legislation and policies and comply with generally accepted accounting principles.
 - Maintains purchasing practices and monitors the purchasing system to ensure compliance with GNWT and Council policies and procedures.
 - Prepares tender documents and negotiates and manages contracts.
 - Provides leadership and direction to the Finance and Administration staff to ensure efficient use of human resources.
 - Approves the Council's Chart of Accounts, maintains commitment controls, implements and monitors payment authority practices.
 - Consults with ECE to ensure consistent accounting practices and applications.
- 3. Conducts financial analysis and prepares regular and specialized financial reports.**
 - Prepares variance reports.
 - Develops financial and cash flow statements.
 - Attends and makes presentations to Council and Executive Committee meetings.
 - Provides expert financial advice to the Superintendent, Council, DEAs and school administrators.
- 4. Accountable for developing, implementing and monitoring financial systems and procedures for DEAs.**
 - Develops and monitors internal controls and procedures consistent with the requirements of the GNWT and the DDEC.
 - Advises the Superintendent, Council and DEAs of inappropriate or misuse of funds and advising of alternative or corrective actions as well as following up on auditor's reports and management letters.

- Compiles and reports on student records and ensures the accuracy of student enrollment for budgeting and formula funding purposes.
- Responsible for training, providing advice to and monitoring the financial activities of the DEA Secretary Treasurers.

5. **Ensures that human resources functions are completed in an effective manner and complies with all legislation, policies and procedures.**

- Activities include staffing and personnel and benefits administration.
- Responsible for maintaining the payroll system and ensuring that all permanent and casual staff is paid in a timely and appropriate manner.
- Evaluates the performance of and provides training and development opportunities for Finance and Administration staff.
- Responsible for training and providing advice to and monitoring the human resource activities of the school Principals.

6. **Manages the electronic data processing systems within the Council, including:**

- The computerized accounting and financial information systems.
- The human resource information and payroll systems.
- Student records system.
- Leave management system.
- Also acts as the council's access to information coordinator and must respond to all requests for information as required under the *Access to Information and the Protection of Privacy (ATIPP) Act*.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

This position requires the incumbent to spend long hours in intense concentration, and considerable time and effort conducting/preparing accurate financial analyses and reports.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of budgeting, formula funding, financial analysis and reporting including the ability to prepare financial reports and statements.
- Knowledge of financial legislation, policies and procedures.

- Knowledge of generally accepted accounting principles (GAAP) and the ability to establish and manage accounting systems and internal controls.
- Knowledge of and/or the ability to acquire knowledge of relevant human resources legislation, policies and procedures particularly in the areas of staffing and personnel and benefits administration.
- Knowledge of and/or the ability to acquire and apply knowledge of the administration of student records.
- Knowledge of and the ability to manage electronic data processing systems including computerized financial information and accounting systems; human resources and payroll systems; and student records systems.
- Written and verbal communications, interpersonal, negotiations, facilitation and public speaking skills.
- Organizational and time management skills and the ability to identify priorities and complete a variety of tasks in a timely and effective manner.
- Leadership skills and be able to influence others to accept and adopt a common vision for financial, human resources and administrative policies and operations.
- Knowledge of, and be sensitive to, the people and cultures within the Council.
- Analytical and problem solving skills.
- Decision making skills.
- Verbal and listening communications skills.
- Ability to maintain attention to detail and high level of accuracy.
- Computer skills including the ability to operate and manage computerized financial, payroll, human resource information and student records systems, spreadsheet and word processing programs, and e-mail.
- Team building and relationship management skills.
- Ability to maintain strict confidentiality in performing the duties of the Comptroller.
- 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 professional accounting designation and five (5) years of financial / administrative experience in a computerized accounting environment, as well as one (1) year of supervisory or team lead experience.

Equal combinations of education and experience will be considered.

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 (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