



## South Slave Divisional Education Council

### IDENTIFICATION

| Department                               | Position Title |                              |
|------------------------------------------|----------------|------------------------------|
| South Slave Divisional Education Council | Comptroller    |                              |
| Position Number                          | Community      | Division/Region              |
| 99-717                                   | Fort Smith     | Council Office / South Slave |

### PURPOSE OF THE POSITION

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

### SCOPE

The SSDEC is the governing education body for the South Slave region as legislated under the *Education Act*. The SSDEC consists of one member from each of the five District Education Authorities (DEAs) that represent the communities of Fort Smith, Fort Resolution, Hay River, Łutselk'e and the Hay River Reserve (Kátł'odeeche). The SSDEC serves approximately 1300 students in eight schools, and is responsible for a staff of approximately 160 administrators, teachers and support staff and a budget of over \$30M. The Comptroller and the staff of the SSDEC 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 Smith, the Comptroller has a significant and direct impact on the operations of the SSDEC, the five DEAs and the eight schools within the Council. The Comptroller 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 NWTTA Collective Agreements, the Affirmative Action Policy, the Business

Incentive Policy (BIP), Generally Accepted Accounting Principles (GAAP), Government of the Northwest Territories (GNWT) and SSDEC 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 five DEAs 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 school level.

Providing these services in an effective, accurate and current manner will ensure that SSDEC 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 abides by established legislation, agreements, policies and generally accepted accounting principles and has latitude to make recommendations concerning Council policies, computerized systems and Council wide procedures.

The Comptroller reports directly to the Superintendent, who is designated as the Deputy Head under the *Education Act*. The Comptroller is part of the SSDEC's Senior Management Team, which also includes the Superintendent and the Assistant Superintendent. The Council's hierarchy is flat and very efficient such that the Comptroller position does not have the benefit of managerial level positions reporting to him. Instead, they also perform the functions normally associated with the positions of assistant directors or managers of finance, policy and planning, human resources and information technology.

The Comptroller oversees the Finance and Admin Clerk, and Secretary/Treasurer positions, and is also responsible for training, advising and monitoring the activities of the DEA Secretary Treasurers and the financial and human resource activities of the school principals.

## **RESPONSIBILITIES**

### **1. Negotiate the Council's formula funding agreement with the Department of Education, Culture and Employment (ECE) based on specified criteria and student enrollment; prepare the annual budget.**

- Review historical financial data.
- Establish priorities of Council, DEAs and schools; anticipate revenues and expenditures.
- Conduct financial analysis.

- Assist in the planning of long-range Capital and Operational plans in accordance with criteria established by the Council and/or the GNWT.
  - Liaise and consult with various GNWT departments concerning financial, human resources and student records requirements.
  - Submit the draft budget to the Superintendent and then Council for approval.
  - Negotiate and prepare contribution agreements with each of the DEAs based on available resources, identified needs and established criteria.
- 2. Establish and maintain effective, accurate and timely financial and accounting systems and internal controls.**
- Ensure that financial revenues and expenditures fall within established legislation and policies and comply with generally accepted accounting principles.
  - Maintain purchasing practices and monitor the purchasing system to ensure compliance with GNWT and Council policies and procedures.
  - Prepare tender documents and negotiate and manage contracts.
  - Provide leadership and direction to the Finance and Administration staff to ensure efficient use of human resources.
  - Approve the Council's Chart of Accounts, maintains commitment controls, implement and monitor payment authority practices.
  - Consult with ECE to ensure consistent accounting practices and applications.
- 3. Conduct financial analysis and prepare regular and specialized financial reports.**
- Prepare variance reports.
  - Develop financial and cash flow statements.
  - Attend and make presentations to Council and Executive Committee meetings.
  - Provide expert financial advice to the Superintendent, Council, DEAs and school administrators.
- 4. Accountable for developing, implementing and monitoring financial systems and procedures for DEAs.**
- Develop and monitor internal controls and procedures consistent with the requirements of the GNWT and the SDEC.
  - 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. Ensure that human resources functions are completed in an effective manner and comply with all legislation, policies and procedures.**
- Provide staffing, and personnel and benefits administration.
  - Maintain the payroll system and ensure that all permanent and casual staff is paid in a timely and appropriate manner.

- Evaluate 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. Manage the electronic data processing systems within the Council.**

- Computerized accounting and financial information systems.
- Human Resources Information (HRIS) systems.
- Student records system.
- Leave management system.
- Acts as the council's access to information coordinator and responds to all requests for information per 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**

No unusual demands.

**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.
- Knowledge of, and be sensitive to, the people and cultures within the Council.
- Analytical, problem solving and decision making skills.

- 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.
- 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, that also includes (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