



IDENTIFICATION

Department	Position Title	
Beaufort Delta Divisional Education Council	Comptroller	
Position Number	Community	Division/Region
92-2107	Inuvik	Beaufort Delta

PURPOSE OF THE POSITION

The Comptroller is accountable for planning, directing and controlling all financial functions for the Beaufort Delta Divisional Education Council (BDDEC). This position ensures the provision of services in an effective, accurate and current manner that ensures that BDDEC revenues and expenditures fall within established budgets and comply with required legislation, policies and procedures. The Comptroller also ensures that the Council has the required information on financial and administrative resources to make sound governance decisions.

SCOPE

The Beaufort-Delta Divisional Education Council is the governing education body for the Beaufort-Delta Division as legislated under the *Education Act*. The BDDEC consists of one member selected from each of the eight elected District Education Authorities (DEAs) that represent the communities of Fort McPherson, Tsiigehtchic, Inuvik, Aklavik, Tuktoyaktuk, Paulatuk, Sachs Harbour, and Ulukhaktok. In addition, the BDDEC also includes an elected representative from each of the two land claimant groups in the Beaufort-Delta. The BDEC serves approximately 1500 students in nine schools, is responsible for a staff of approximately 180 administrators, teachers and support staff and a budget of over \$36M.

The Comptroller and finance and accounting staff of BDDEC provides professional advice, administrative, technical and financial services, and support and assistance to the Council, DEAs, school administrators and staff, stakeholders, and members of the public to ensure the delivery of quality financial and accounting services within the Council. This position has a significant and direct impact on the operations of BDDEC, the eight DEAs and the nine schools

within the Council. The Comptroller reports to the Superintendent who is designated as the Deputy Head under the *Education Act*.

Located in Inuvik, the Comptroller is considered the Council's expert in the areas of finances, payroll and contractual agreements, and is responsible and accountable for ensuring that all financial and accounting transactions comply with applicable legislation, policies and procedures including the *Education Act*, the *Financial Administration Act*, the *Public Service Act*, the Union of Northern Workers (UNW) and Northwest Territories Teachers' Association (NWTTA) Collective Agreements, the Affirmative Action Policy, the Business Incentive Policy, Generally Accepted Accounting Principles and BDDEC policies and procedures.

The Comptroller makes 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 DEAs in the region; monitoring contribution agreements with other Government of the Northwest Territories (GNWT) Departments and non-governmental agencies, conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting and managing the payroll system; monitoring and recording all school fundraising activities. The Comptroller has significant and wide ranging latitude to make recommendations concerning Council policies and procedures, and is also responsible for implementing and maintaining computerized financial inventory, student records and payroll systems.

The Comptroller is part of BDDECs Senior Management Team which also includes the Superintendent, and two Assistant Superintendents. Positions reporting to the Comptroller are the Administrative Assistant, Finance Clerk and Finance and Administration Officer positions. The Comptroller has an indirect reporting relationship with the DEAs Secretary/Treasurers and receives all DEA financial and operational activities which are then reviewed and audited to ensure compliance with legislation, accounting principles, policies, procedures and contribution agreements. The Comptroller ensures the DEA Secretary/Treasurers are suitably trained in the performance of their role.

Dimensions:

Annual Budget – approximately 40 million dollars

Number of DEA's - Eight

Number of Schools – Nine

Full-time Staff – approx. (incl. 10 Council Office Staff)

Signing Authority – Full commitment and payment authority

The Comptroller provides advice to and monitors 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 of over \$30 million.
 - Review historical financial data.
 - Establish priorities of Council, DEAs and schools; anticipating 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 eight 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, maintain commitment controls, implement and monitor payment authority practices.
 - Consult with the Department of Education, Culture and Employment 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. Develop, implement and monitor financial systems and procedures for DEAs.**
 - Develop and monitor internal controls and procedures consistent with the requirements of the GNWT and the BDDEC.
 - Advise 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.

- Compile and report on student records and ensuring the accuracy of student enrollment for budgeting and formula funding purposes.
 - Provide advice to and monitor the financial activities of the DEA Secretary Treasurers, and ensure the incumbents are appropriately trained.
- 5. Ensure that human resources functions are completed in an effective manner and comply with all legislation, policies and procedures.**
- Evaluate the performance and ensure training and development opportunities are identified and supported for the unit personnel.
 - Provide advice to and monitor the human resource activities of the school Principals.
- 6. Manage the electronic data processing systems within the Council.**
- Oversee the computerized accounting and financial information systems.
 - Oversee the Human Resources Information System (HRIS).
 - Manage the student records system and the leave management system.
 - Act as the Council's Access to Information Coordinator and responds to all requests for information as required under the *Access to Information and Protection of Privacy Act*.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

This position often requires the incumbent to spend long hours in intense concentration as well as computing financial information.

Mental Demands

This position requires the incumbent to meet several deadlines and present regular reports to the Council.

Duty travel is a requirement of the position and the incumbent will be expected to travel on a regular basis to provide advice and direction of financial, human resources and student records matters to DEAs and school administrators and to attend Territorial National and international conferences, workshops and training events on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES

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

- 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 and skills relating to human resources legislation, policies and procedures particularly in the areas of staffing and personnel and benefits administration.
- Knowledge of supervision and management skills and principles including coaching and mentoring, and the ability to implement change management and impart new ideas.
- Ability to support internal communication, accountability and feedback within the unit.
- Ability to plan, prioritize and adapt team work processes based on existing priorities.
- Ability to ensure that procedures are followed and that clear, detailed records are kept.
- Ability to use several analytical techniques to break apart complex situations; assesses problems systematically and includes long term trends or risk.
- Ability to provide positive expectations of others in terms of their ability and contributions; listens and responds effectively to other people from diverse backgrounds.
- 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: ability to compose audit and financial reports, management letters and contractor correspondence using up to date and factual data in clear, accessible and professional language.
- Ability to facilitate resolution between different viewpoints.
- Interpersonal, negotiations, facilitation and public speaking skills.
- Organization and the ability to identify priorities and complete a variety of tasks in a timely and effective manner.
- Leadership skills and the ability to influence others to accept and adopt a common vision for financial, human resources and administrative policies and operations.
- Computer skills include the ability to operate and manage computerized financial, payroll, human resource information and student records systems, spreadsheet and word processing programs, and e-mail at a highly proficient level.

Typically, the above qualifications would be attained by:

A professional accounting designation and a minimum of five (5) years of senior financial and administrative experience in an educational environment.

Equivalent 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