

1. IDENTIFICATION

Position No. 12-04524	Job Title District Comptroller	Supervisor's Position 12-04518	
Department NHC	Division/Region 12500-02	Community Cape Dorset	Location Qikiqtaaluk

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the District Director, as a member of the management team this position performs a dual function in financial support to the District office and monitors, evaluates and assists the respective Local Housing Organizations (LHOs) in all financial matters.</p> <p>The District Comptroller is responsible for the financial, administration and human resources operation management for the District Office.</p> <p>In addition, the position also provides a fiduciary role in managing the District Offices assets and in the provision of effective financial management reporting to the District and Directorate Offices.</p> <p>Work is self-initiated in response to requests from the Director and other departmental managers, ensuring financial processes are followed with due diligence.</p>

3. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p> <p>The position is responsible for managing the finance and administration services for the District.</p> <p>The position negotiates and develops budgets that secure the financial resources needed to provide services.</p> <p>The District Comptroller works in co-operation with the executive management team to ensure expenditures are made in a manner consistent with the Corporations policies and within the budget allocated.</p> <p>The position must ensure all accounting processes are performed under the guidance of the generally accepted accounting principles and Legislative requirements such as the Financial Administration Act, directives and policies, NEU Collective Agreement, Human Resource Manual and any other applicable legislation.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Manage the financial operations of the District and control the O&M, Revenue and Capital budgets with the District Director, other members of the management team and the finance support staff by:

- ◆ Advising, assisting, recommending changes and prioritising requirements in preparing annual budgets to ensure the proper allocation of resources within the District;
- ◆ Advising staff of the inputs necessary to prepare a comprehensive budgeting framework and provide the training necessary to provide those inputs and develop a comprehensive and workable budget for their area and in total, the department;
- ◆ Providing analysis and variance reports as required and a review of expenditures and revenues on a timely basis throughout the year and suggesting corrective action to ensure stakeholders are fully aware of the status of their monetary responsibilities and how to administer them; and
- ◆ Developing financial and management reports and forecasts to further assist in the financial management of the Department.

Provide advice and assistance to Local Housing Organizations (LHOs) in the District to plan, budget, manage and administer their financial affairs by working with the finance support staff to:

- ◆ Ensuring budget inputs are accurately developed using a mutually agreed upon methodology;
- ◆ Ensuring development, with all stakeholders, of a budget and cash flow schedule for contributions that is representative of each LHO;
- ◆ Providing financial and management analysis and review services, on a monthly basis, to the LHOs to assist in their understanding of financial and management reporting duties, obligations and responsibilities in compliance with NHC management agreements and their respective fiduciary responsibility;
- ◆ Providing ongoing support in all areas of Finance & Administration through the use of management principles and under Generally Accepted Accounting Principles to strengthen the Corporate structure of the Local Housing Organizations;
- ◆ Identifying and provide financial training for LHOs through the development of training plans and the conducting of workshops within funding restraints;
- ◆ Providing financial advice and guidance to the Board of Directors as required; and
- ◆ Providing monthly Financial Status Reports to the Directorate on LHOs in the Districts.

Provide advice and assistance in financial management and administration to the District Technical, Program and Staff Housing management by working with the finance support staff to ensure the requirements of the Financial Administration Act, Directives and associated procedures in the processing of financial documents are followed by:

- ◆ Monitoring the timeliness, completeness and accuracy of all documents, within approved signing authorities and limits, entered into the financial information system to ensure all information provided to users of the financial information system output have the most accurate, up-to-date and total information upon which to base management decisions;
- ◆ Ensuring any corrections to the data or system changes/augmentations or updates are processed in a timely fashion to ensure accuracy in financial and management reporting;
- ◆ Ensuring that the Corporation's purchasing, tendering, and contracting procedures are followed;
- ◆ Maintaining an up to date knowledge of current accounting practices and financial legislation, regulations, policies, and directives and providing interpretations and advice to District office staff; and
- ◆ Providing initial and ongoing training to all users of financial and management information produced by the financial information system to ensure all users completely understand the reports and are

able to maximize their use.

Monitor and co-ordinate the O&M and Capital variance review process for the District in association with the finance support staff in accordance with the established instructions and schedule to provide a comprehensive District financial reporting system:

- ◆ Ensuring all output is verified and corrected, to provide meaningful data to all users;
- ◆ Analysing all information and provide comments, critique and recommended courses of action, to maximize the financial efficiency of the department;
- ◆ Monitoring feedback from Directorate Office Review of capital and O&M to ensure decisions rendered on requests for additional funds are communicated to program management; and
- ◆ Communicating any problems or difficulties in the budget, revenue and expenditure management to the Corporate Comptroller.

Administer District Office financial operations and supervise the Finance and Administration staff ensure the efficient and effective administration by:

- ◆ Assigning, supervising and monitoring the work of finance employees conducting performance appraisals;
- ◆ Managing all District Staff;
- ◆ Ensuring proper procurement practices are maintained and that inventory levels are always within acceptable levels;
- ◆ Ensuring finance staff, manage the filing, storage and security of district correspondence documents and records;
- ◆ Acting as a District Director; and
- ◆ Updating the Directorate on all issues that have financial impact on the Corporation.

Provide other related duties on behalf of the Corporation as directed by the District Director such as:

- ◆ Assisting the Director to carry out all Corporation policy programs in the District;
- ◆ Maintaining recommendations to the Corporate Comptroller on the development of legislation, policies and program standards and criteria to financial administration matters;
- ◆ Travelling to communities to provide LHOs with training assistance, advice and guidance; and
- ◆ Completing briefing notes information as required.

Administer financial aspects of the Loan and Mortgage Program to ensure mortgage payments and miscellaneous cash receipts received in the District Office are processed in a prompt, accurate, and complete manner by:

- ◆ Reviewing mortgage records on a periodic basis to ensure the mortgage system's controls and procedures are maintained as designed and that they are effective;
- ◆ Monitoring mortgage arrears to ensure adequate notice and information is conveyed to the District Director and Community Development, Manager, on a regular basis;
- ◆ Providing office staff with expert advice on the area of mortgage tables, interest and other financial calculations; and
- ◆ Coordinating financial information from District Office to the Directorate.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Contextual Knowledge requirements:

- Knowledge of the Financial Administration Act and all related legislation, policy and procedural initiatives of the Government of Nunavut;
- Knowledge of Generally Accepted Accounting and Generally Accepted Auditing Principles;
- Knowledge of Human Resource practices;
- Knowledge of Nunavut communities and their unique challenges.

Skills and Abilities:

- Strong analytical skill, organizational and time management skills, and leadership skills;
- Proficient in Financial software such as AACPAC, or Simply Accounting, and a thorough grounding in MS Office Professional along with skills in using networked computer systems;
- The ability to interpret policy directives and applicable agreements;
- Effective communication skills, both written and oral in order to communicate to both internal and external audiences;
- The ability to assist others in problem solving and in resolving conflicts.

Qualification Requirements:

Completion of the CPA designation with at least five years of related business or accounting experience. The incumbent will have a minimum of 2 years supervisory experience in an administrative or accounting environment.

CONTACTS

- Other Corporate staff; NHC guidelines, sharing of information. REGULARLY
- Community members; to explain guidelines and policies. AS REQUIRED
- Government departments; counseling, advice, information. AS REQUIRED
- LHO Board members; guidance/advice. AS REQUIRED
- Banks and other Financial Institutions; negotiating financial vehicles. AS REQUIRED
- Legal Counsel/Solicitors; legal advice. AS REQUIRED
- Senior Corporate staff in Directorate; to exchange ideas and provide advice and guidance on Corporate issues and to assist in development. REGULARLY
- CPA/OAG

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Much time is spent in a sitting position at a computer workstation, with frequent opportunity to move about.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Incumbent works in a busy, open work environment with frequent disruptions, impacting the ability to concentrate. The incumbent travels occasionally to the communities in the District to provide training assistance and advice/guidance to staff and to clients.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

The incumbent spends a fair amount of time in front of a VDT; this can result in eyestrain and result in other physical discomforts. The incumbent spends a lot of time reviewing various financial documents and reports; this requires a fair amount of attention to detail to ensure accuracy and completeness. The incumbent also spends considerable time on the telephone dealing with a variety of issues concerning finance and administration issues/problems.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

The incumbent is faced with the continuous pressures of short/tight deadlines and competing priorities, coupled with a high degree of accuracy and accountability for thoroughness of analysis and appropriateness of recommendations. Additional pressures of complete and accurate monthly and year-end financial reporting create a high degree of stress. The incumbent is involved in various tasks/projects that require input from various sources; patience and tact are required in dealing with others who are required to supply information.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

9. Appendix A – List of Positions and Corresponding Information

Position number	Community	Supervisor position	Freebalance Code
12-02044	Cambridge Bay	12-04511	03300-01-4-444-0302004-04- ????
12-04524	Kinngait	12-04518	03300-01-2-222-0302004-04- ????
12-04555	Arviat	12-04551	03300-01-3-333-0302004-04- ????