

Job Description

Comptroller

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Comptroller is responsible for maintaining financial, accounting, administrative and personnel services in order to meet legislative requirements and support Hamlet operations.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Comptroller reports to the Senior Administrative Officer and is responsible for preparing financial statements, maintaining cash controls, managing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. The Comptroller must work within the Financial Management Act, Hamlet policies and procedures and in compliance with all Territorial Acts and Legislation.

Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements and financial problems for employees, contractors and suppliers if the payroll and/or accounts payables are not processed in an accurate and timely manner.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner

Main Activities

- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Processes supplier invoices
- Maintain the purchase order system
- Ensure data is entered into the system
- Issue cheques for all accounts due
- Ensure security for all credit cards and verify charges
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare income statements

- Prepare balance sheets and monthly financial statements
- Prepare quarterly reports and report on variances
- Assist with the annual audit
- Maintain the computerized accounting system
- Maintain financial files and records

2. Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

Main Activities

- Ensure the safeguarding of all Hamlet funds
- Issue, code and authorize purchase orders
- Ensure information is entered into the financial system in an accurate and timely manner
- Reconcile the accounts payable
- Prepare journal summaries
- Reconcile the accounts receivable
- Compile source documents
- Issue receipts
- Reconcile weekly deposits

3. Manage employee files and records in order to ensure accurate payment of benefits and allowances

Main Activities

- Ensure new employees are properly documented
- Ensure employee files are established and maintained
- Ensure employee electronic files are established and maintained in the computerized accounting system
- Oversee administration of benefits entitlements
- Verify and report on benefits payments
- Verify annual leave records

4. Manage the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner

Main Activities

- Verify and code timesheets and hours worked
- Calculate employee salaries, deductions and contributions
- Review payroll reports
- Calculate source and miscellaneous deductions
- Ensure pay cheques are processed and distributed
- Ensure leave and lieu time is updated

- Review payroll summaries, journals and reports
- Make adjustments to the payroll as necessary

5. Provide efficient and effective office management

Main Activities

- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Maintain insurance coverages

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ computerized accounting programs
- ✓ accounts payable and accounts receivables
- ✓ generally accepted accounting principles
- ✓ fund accounting
- ✓ preparation of financial statements
- ✓ preparation of financial reports
- ✓ municipal services
- ✓ administration of employee benefits
- ✓ payroll systems and reporting
- ✓ office administration
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ supervisory and leadership skills
- ✓ team building
- ✓ accounting and bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ effective written communications skills
- ✓ ability to communicate effectively in English and Dogrib is considered an asset
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet and wordprocessing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Comptroller.

The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Comptroller would normally attain the required knowledge, skills and attitudes through completion of a Diploma in Accounting or Business Administration and/or completion of second level of a recognized accounting program combined with related financial experience.

WORKING CONDITIONS

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

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Comptroller will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Comptroller may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Comptroller may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Comptroller may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Comptroller to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Significant stress is caused by the need to discontinue services to residents when necessary. The Comptroller will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines, the variety of tasks and the volume of the workload.

CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor's Title</p> <hr/> <p>Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Senior Administrative Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.