

Job Description/Specification

Identification	J0291	UTFE/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Controller	FORMER TITLE/DEPARTMENT:
DIVISION/DEPARTMENT:	FAS/Accounting	PAY GRADE: 7
SUPERVISOR'S TITLE:	Treasurer/Director, Finance and Admin.	DATE APPROVED: October 2005

Function and purpose (a)

To plan, organize, schedule, co-ordinate, and direct the work of staff providing accounting services; to develop and administer departmental plans and program budgets; to maintain efficient and effective accounting and budgeting systems and procedures; to analyze, design, and implement new or improved methods and procedures; to ensure adherence to professional accounting standards and to all statutory and regulatory requirements in the preparation of financial statements and the maintenance of all the accounting systems of the Federation to ensure compliance with general accepted standards of internal control; to maintain integrity of the Planning-Programming-Budgeting-System (PPBS) through controlling program and subcode structures and reports; to assist the treasurer in the provision of professional services to the Finance Committee; to prepare statements and documents for, and work with, the Co-ordinator of Budgets on the preparation of the Federation's annual budget; to prepare and supervise the preparation of financial statements; to serve as department Information Technology Subject Matter Expert; and to represent the Federation in a variety of external contacts concerning financial matters.

Principal duties and responsibilities (a)

1. Plans, organizes, schedules, allocates, assigns and directs the work of accounting staff engaged in processing transactions and maintaining records of all Federation and associated organizations' revenues, expenditures, program budgeting, costing and financial activities; provides technical direction on methods and procedures; ensures that policies and agreements are adhered to in the scheduling and approving of hours of work, overtime, vacation and leaves of absence; conducts performance evaluations; promotes the professional development of staff to expand their knowledge of the accounting process and to encourage career development within the Federation.
2. In conjunction with Human Resources selects new staff and revises job descriptions.
3. Reviews incoming mail, general ledger journals and is final sign-off on all Federation payments.

4. Prepares annual financial statements for all funds except the Salary Indemnity Fund.
5. Prepares annual departmental budget and controls expenditures.
6. Assumes responsibility for technological changes affecting the accounting system and its interaction with other systems, both internal and external, including selection and implementation and evaluation. Researches and recommends use of technology to improve Federation accounting procedures; serves as Information Technology Subject Matter Expert for department, which includes training staff and being first option for staff needing assistance in addressing technological difficulties. Delegates as appropriate to senior accountant.
7. Responsible for FRX and other financial report systems; designs new reports as required.
8. Monitors the efficiency and effectiveness of accounting and program budgeting systems, procedures, internal controls, data collection, and computerized processes; investigates program expenses in excess of budget; performs variance analysis and obtains explanations; identifies, analyzes, designs, documents, and implements new or improved methods and procedures.
9. Ensures that accounting records and procedures and documentation comply with requirements of federal and provincial legislation and regulations; ensures that all accounting records and control procedures are established and maintained according to professional standards; ensures that Federation by-laws, policies, and procedures relating to financial matters are adhered to; consults with auditors in the event that departmental practices appear in conflict with statutes or are subject to government audit and, if necessary, negotiates with government agencies on the resolution of related problems.
10. Assists the treasurer in performing periodic reviews of Federation banking and audit services.
11. Works with Coordinator of Budgets in preparation of Federation budgets; assists program co-ordinators and other staff in the development of individual budgets and justifications; consolidates program budget statements; prepares statements and reports for inclusion in budget document; prepares or supervises the preparation of special budget and expenditure analysis statements as required.
12. Ensures the timely preparation of working papers, schedules and financial statements for fiscal year end; reviews auditors' management letter with treasurer and auditors and ensures the implementation of corrective measures that are recommended and adopted.
13. Ensures the timely preparation of internal financial reports on a monthly or quarterly basis.

14. Assembles and analyzes a wide variety of financial budgetary and statistical information for Federation staff, committees, and members. Prepares related reports, statements and analytical summaries.
15. As the treasurer of the BCTF Assistance Society, supervises the work of staff who maintain books of account and prepare working papers and financial statements for same.
16. Performs the duties of the Senior Accountant during the latter's absence.
17. Performs other related duties as required.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

More than five years' accumulated experience as a senior accountant, including supervision of accounting staff, maintaining computerized accounting records, budget accounting, and demonstrated ability to motivate staff and to communicate effectively with a wide variety of internal and external contacts on professional matters.

Education and training (c)

Professional Accounting Designation (CA,CMA,CGA)

Licences and certificates (c)

Certificate of membership--Institute of Chartered Accountants or Certified General Accountants' Association, or Society of Management Accountants.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are a major consideration in the job and require a high degree of tact and diplomacy in co-ordinating the preparation of program budgets for all Federation activities, ensuring adequacy of internal controls, and communicating financial and budgetary information.

Contacts and relationships with persons external to the Federation building are also a major consideration in the job, involving a high degree of tact and diplomacy in dealing with Executive Committee, Representative Assembly, Finance Committee, Assistance Society board of directors, local officers and members, school district officials, government agency representatives, auditors, and representatives of private companies and financial institutions.

Machines, equipment and work aids used

Office equipment including Windows system.

Positions supervised (e)

(1) senior accountant, (1) intermediate accountant, (1) senior accounting clerk, (1) accounts payable clerk, (1) accounts receivable clerk, (1) accounting clerk, and (1) part-time clerk.

Physical and/or mental effort (f)

Subject to frequent pressures from volumes of work, reporting deadlines, conflicting priorities and internal Federation political pressures regarding financial matters and program budget requirements.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work.

Date

Incumbent

Supervisor

Controller (J0291) October 2005
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