



Job Description

Job Title: Controller

Job #: ADM-701

Department: Administration

Level: 7

Supervisor: Chief Executive Officer

Probation: 6 months

POSITION SUMMARY

The Controller contributes to the growth of the Nemaska Development Corporation (NDC) and its entities by leading the finance function. The incumbent is accountable for the financial and risk management operations of the organization. S/he ensures the preparation of monthly budgets, monthly internal financial statements, cash flow statements, financial forecasts, and the preparation of audits. The Controller is also accountable to ensure accurate accounting records and for the respect of allocated budgets and of signed contracts and agreements.

DUTIES & RESPONSIBILITIES

Strategic Responsibilities

- Participate in the development and execution of the short and long-term strategic plans for NDC and its entities.
- Plan the financial strategy for NDC and its entities to optimize returns for shareholders while respecting its tolerance to risk.
- Participate in the elaboration of the financial policies, procedures and processes that facilitate the achievement of the mission and vision.
- At all times, understand the financial situation and make the appropriate recommendation to the CEO to drive success.
- Oversee all financial operations for the achievement of objectives.

Planning Responsibilities

- Manage cash flow forecasting to ensure that NDC and its entities have the means and resources to deliver the strategic plan.
- Oversee accounting activities, which includes analyzing and organizing the accounting system according to established procedures.
- Coordinate, develop and maintain financial records and controls over contract agreements between NDC and its entities, its partners, suppliers, etc.
- Consolidate and oversee periodic financial statements as per existing legislation and as required for each contract agreement.
- Provide support to NDC and its entities throughout the budget process by assisting them in their annual budgets, monitoring their spending and suggesting corrective actions required.

Compliance and Controls Responsibilities

- Ensure compliance with financial legislation, policies and procedures in order to safeguard the capital assets and financial health of NDC and its entities.

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- Implement the financial policies, procedures and processes that facilitate the achievement of the mission and vision.
 - Implement required financial and administrative controls.

Accounting Responsibilities

- Ensure control of ATMs and ensure the accuracy of records.
- Implement changes to, and maintain the accounting system.
- Ensure invoices are sent, payments are reconciled, accounts payable are paid, accounts receivable are retrieved, loans are paid and payroll is completed in accordance with the pay schedule and all benefit payments and obligations are met in a timely manner.
- Perform bank reconciliations and close journal entries monthly.
- Oversee the accounting operations of NDC and its entities.
- Record up-to-date journal entries and the approved budget in the General Ledger. Ensure all entries are accurate and transactions are allocated properly.
- Collect GST/PST, daily sales, fuel tax, accommodation tax and tobacco tax payments.
- Perform bank transfers in a timely manner.
- Receive loan statements, prepare checks and obtain approval. Send checks in a timely manner in order to avoid late fees and penalties.

Administrative and Reporting Responsibilities

- Develop and maintain relationships with banks, other financial entities and key suppliers.
- Establish required financial and administrative controls as per best practice.
- Prepare quarterly reports regarding the state of NDC and its entities' finances and closely monitoring the growth of the Corporation and its entities.
- Manage and consolidate financial records and performance from across multiple entities.
- Monitor changes to and meet government reporting requirements and manage remittances on a timely basis.
- Prepare financial statements and reports and participate in the preparation of the annual budget and forecasts. Print final statements.
- Produce GST/PST, daily sales, Fuel Tax, Accommodation Tax and Tobacco Tax reports.
- Assist auditors in the compilation of the annual financial statements for the year-end audit.
- Ensure all valuable documents and records, including but not limited to payroll-related information, credit card information, cheques, contracts and permits, etc. are safeguarded using a secured file management system.

Management Responsibilities

- Create a positive work environment in order to attract, retain, develop and deploy a strong workforce.
- Directly lead, supervise and coach direct reports in the planning, execution and achievement of their responsibilities.
- Develop and implement individual development plans to build internal capacity.
- Model the organizational values and abide by the by-laws, code of conduct and other policies.

Other Responsibilities

- Support the managers of all NDC's departments and entities on all financial and accounting matters.
- Communicate on a monthly basis with Operations Manager and departmental managers on financial goals and budgets.
- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

EMPLOYMENT REQUIREMENTS

Education and certifications:

- Bachelor's degree in Accounting or other related fields
- Accounting title (CPA) is an asset

Experience:

- 8 to 10 years in management, administration, or similar

Knowledge and abilities:

- Strong business acumen and knowledge of the areas in which NDC and its entities conduct business (Northern Region, resource sector, construction, heavy equipment, etc.)
- Demonstrated ability to make strategies and solve problems.
- Excellent oral, written and interpersonal communication skills. Including the ability to represent the organization externally and work with diverse stakeholders
- Exceptional leadership and people management skills, including the ability to inspire, coach and supervise staff of all levels

Languages:

- Fluency in Cree and English is required
- Fluency in French is an asset

WORK ENVIRONMENT

- Typical office setting with no unusual physical demands
- Availability to work a varying schedule
- Travel is required

Employee's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____