

# COMPTROLLER

(INTERNAL/EXTERNAL POSTING)



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Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi service non- profit organization serving Inuit children and youth and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

<b>Position #</b>	2025 -139
<b>Position Title</b>	Controller
<b>Posting Date</b>	January 6, 2025
<b>Start Date</b>	ASAP
<b>Hours</b>	37.5 hours – Monday-Friday 8:30 a.m. – 4:30 p.m. with occasional evening and weekend hours required
<b>Work location</b>	This is an on-site position
<b>Position Status</b>	Full-time in-determinant
<b>Salary Range</b>	Inuuqatigiit Centre offers a competitive wage and benefit package

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## POSITION SUMMARY

Under the supervision of the Director of Finance, the Comptroller is responsible for overseeing the accounting tasks of Inuuqatigiit Centre and supervises the chart of accounts and the general ledger, which form the basis for the financial statements.

## KEY DUTIES AND RESPONSIBILITIES

- Manage on a day-to-day basis the implementation of Inuuqatigiit Centre’s financial policies, procedures, and systems
- Maintain the system of internal controls to ensure the appropriate distribution of funds through the GL
- Assist the Director of Finance in performing internal audits
- Support the Director of Finance in preparing all working papers for annual audit
- Provide leadership to the Administrative Assistant in the submission of timely and accurate financial documentation and tasks necessary to accounting system upkeep and reporting
- Maintain the accounting system (Simply Accounting) and troubleshoot technical issues
- Prepare and file government remittances (EHT, WSIB, HST) and annual returns in a timely manner
- Maintain complete, accurate and secure financial files
- Provide program managers with regular funding balance spending updates
- Communicate fund allocation instructions to finance team on a regular and reliable basis
- Adhere to all contractual obligations specified in contribution agreements and meet all funding commitments
- Communicate with funders to make changes or request approvals to agreements
- Manage the processing of all accounting transactions, including billings, accounts payable and receivable, payroll, collections, and cash receipts
- Maintain the general ledger and ensure that the financial statements are accurate and comply with the proper format and standards
- Close accounting reporting periods in preparation for monthly, quarterly, and annual financial reports as required by the Director of Finance

- Reconcile balance sheet accounts on a regular basis
- Complete monthly bank reconciliations
- Review and reconcile monthly RRSP accounts
- Review accuracy and completeness of all GL account allocations
- Post invoices and requests for payments using RBC Express and online banking
- Ensure insurance coverage is current
- Ensure accuracy and completeness of all funding/program allocation data monthly

### **ACCOUNTABILITY**

- Accountable for maintaining and reporting accurate and complete financial data
- Accountable for the application of legislative obligations and GAAP regulatory requirements
- Accountable for compliance with Inuuqatigiit financial policies and procedures
- Accountable for managing accounting system cycle and financial statement reports in a timely and accurate manner

### **WORKING RELATIONSHIPS**

- Develop supportive and professional rapport with Finance team and Inuuqatigiit Centre staff and direct reports
- Work closely with the Director of Finance and members of the management team

### **WORKING CONDITIONS**

- Work regular and consistent weekly hours of work
- May be required to work weekends and evenings to meet deadlines
- Some travel to meetings may be required

### **MENTAL AND PHYSICAL**

- Demonstrate stress resistance and stamina in the management of accounting system data, internal reports
- Ability to function effectively in a high stress, high noise environment
- Demonstrate stress resistance and stamina in addressing multiple demands
- Physical ability to access three-story buildings

### **KNOWLEDGE AND SKILLS**

- Knowledge of Inuit culture, values, traditions, and community is preferred
- Experience working in Inuit or Indigenous community as asset
- Ability to communicate effectively orally and in writing in English
- Knowledge of accounting and related systems (e.g., Simply Accounting, Sage, Ceridian Payroll, RBC Express and on-line banking)

### **QUALIFICATIONS AND REQUIREMENTS**

- Post-secondary education in business administration, accounting, (CMA, CMA, CPA) required
- Minimum of **3** years' experience
- Police Record check - Vulnerable Sector Check, in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- Medical certification of fitness to work and perform duties as specified
- Up-to-date immunization records and TB test, if applicable
- Proof of COVID-19 vaccine (dose 1 & 2) and booster
- CPR/First Aid Certification (or willingness to become certified)
- Possession of a valid driver's license is required

**Please apply with a cover letter and up-to-date resume to:** Human Resources  
Department, at [jobs@inuugatigiit.ca](mailto:jobs@inuugatigiit.ca)

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***Inuugatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.***

***Priority will be given to Inuit candidates.***

***Employment in some positions requires an acceptable criminal record check.  
Possession of a criminal record will not necessarily disqualify candidates from further consideration.***

***Eligibility list may be created to fill future vacancies.***

***Job descriptions may be obtained by email or on the website.***

***Only those candidates selected for an interview will be contacted.***