

ASSISTANT CONTROLLER

Purpose of Position

The Assistant Controller participates in and oversees the day-to-day operations of the finance department providing clear and accurate financial reports, budgets and forecasts. The Assistant Controller develops short and long term financial planning goals and analysis based on Board policy and is also involved in business case analysis to support GVHA's capital and other strategic projects.

Position Links

Reporting to the Manager, Finance, the Assistant Controller develops and maintains relationships with:

Internal:

- Board of Directors (BoD)
 - Chief Executive Officer (CEO)
 - Chief Operating Officer (COO)
 - Inner Harbour Operations Manager
 - Fisherman's Wharf Operations Manager
 - Maintenance Operations Manager
 - Manager, Communications & Marketing (MCM)
 - Chief Administrative Officer (CAO)
 - Human Resources Manager (HRM)
 - Corporate Administrator
 - Board Administrator
 - IT Systems Administrator
 - Manager, Finance (supervisor)
 - Financial Analyst
 - Finance Administrator
 - Other GVHA Corporate and Operations staff

External:

- Western Stevedoring
- Customers/Clients
- Stakeholders
- External Resources (auditors, bankers, investment or insurance brokers)
- Municipalities/Government Ministries/City of Victoria/First Nations

Specific Accountabilities

Day to Day Financial:

- Manages the daily operations of the finance department
- Prepares monthly, quarterly and annual financial statements and required financial analytical narrative
- Reports operating results against budget on a monthly, quarterly and annual basis
- Reviews financial reporting results monthly with Stakeholders
- Maintains the general ledger chart of accounts and maps accounts to Marina Controller program

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- Monitors cash and investments
- Maintains fixed asset register (in Great Plains) and processes monthly amortization
- Enters monthly investment activity into accounting program and maintains investment continuity schedule
- Authorizes security deposit refunds
- Supports Harbour Festival program and provides financial oversight
- Prepares monthly bank reconciliations for Manager, Finance review
- Reviews coding of payables invoices
- Provides support to Finance Administrator for daily (import) reconciliation between Marina Controller program and accounting program
- Oversees property tax portfolio, including review of property tax assessments, calculation of property tax billing to clients
- Ensures necessary internal controls are in place to maintain integrity and accuracy of information and that they are implemented
- Manages Accounts Receivable in accordance with Accounts Receivable Policy and within delegation of authority
- Manages Accounts Payable in accordance with Procurement Policy and Vendor Approval Framework
- Establishes workflow functionality for each department's use of POs within Great Plains and considers delegation of authority thresholds
- Assists in credit collections in accordance with Accounts Receivable Policy
- Oversees monthly payment processing for commercial and marina clients
- Approves government remittances (e.g. GST) within delegation of authority and ensures all government remittances are accurate and submitted on time
- Approves rent and AR EFTs through CAFT monthly

Strategic Financial:

- Assists in the preparation of the annual Management Discussion & Analysis that supports and reflects the audited financial statements for the Manager, Finance review & approval
- Monitors Accounts Payable expenses and identifies areas for cost savings with supporting implementation strategies in collaboration with Department Managers
- Stays informed of the changes in accounting reporting standards and partners with the Manager, Finance of any necessary conversions
- Conducts trend and cost analysis as required, and compares benchmarks with similar organizations
- Assists Manager, Finance with managing GVHA's Enterprise Risk Management Program
- Provides input into pricing strategies in collaboration with Department Managers for Executive approval
- Assists Manager, Finance in training other staff including non-financial staff in understanding and utilizing the new financial modeling tool, budgeting tools and Enterprise Risk Management processes
- Ensures GVHA properties are assessed and taxed in an equitable and fair manner
- Assists with developing business cases to support capital and other strategic projects with the support from other GVHA staff and/or departments
- Coordinates the preparation of all required applications, reports and claim submissions to meet all funding contract requirements
- Assists with one-off financial projects as requested

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Financial Policy & Procedure Development:

- Assists with developing policies and procedures related to GVHA's financial practices
- Oversees GVHA's annual external audit

Annual Budget:

- Coordinates the budgeting process and provides guidance and support to departments and facility managers
- Assists with preparing the final compiled budget in Forecaster for the Audit & Finance Committee & Board

Payroll:

- Processes bi-weekly payroll for all employees
- Reconciles transactions such as benefits and payroll accounts
- Prepares and reconciles Board of Directors fee payments (bimonthly)
- Processes employee and Board of Directors T4 statements annually

Information Technology:

- Provides support with implementing finance related IT systems
- Researches systems and tools for efficiently storing, reporting and sharing financial information
- Liaises with Marina department to ensure all rate codes in Marina Controller program are mapped and input to accounting program
- Oversees Great Plains, Forecaster, Integration Manager, and Management Reporter for all financial aspects of the business operations, (e.g. ledgers, reporting structures, accounts).

Financial Responsibility

- As determined by GVHA's Delegation of Financial Authority

Tools/Equipment

- Operates standard office equipment such as a calculator, computer, printer, telephone, audio visual equipment, scanner fax machines, and photocopier
- Operates personal computer for word processing, spread sheets, data bases, electronic mail, calendar, internet etc.
- Computer software including MS Office and Microsoft Dynamics Great Plains, Marina Controller, Forecaster, Integration Manager, Management Reporter

Working Conditions

- Office environment
- Permanent full-time position. Working hours are typically Mondays to Fridays, 8:30 a.m. to 4:30 p.m. with a 30-minute unpaid lunch break

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Experience and Education

- Completion of a University degree in accounting or completion of the 3rd level of the Chartered Professional Accountant program as a minimum
- Minimum of 4 years related experience in Senior Accountant/Controller type role
- Experience with not-for-profit organizations preferred
- Extensive experience using accounting software
- Proficient with various software applications such as Microsoft Office (Word, Excel, PowerPoint) and Microsoft Dynamics Great Plains
- Experience compiling and interpreting data, budgets and statistical analysis
- Experience working with a Board of Directors an asset
- Experience in full cycle accounting
- Experience researching, analysing, interpreting, evaluating and developing solutions using complex data, to produce recommendations to a Board
- Experience developing and preparing a variety of written reports, analysis, forecasting, presentations and other documentation in accordance with Board directives or regulatory guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of GAAP
- Working knowledge of principles and practices of budgeting and accounting in the not for profit sector
- Working knowledge of manual and automated financial accounting, reporting and control systems
- Excellent communication, strategic planning, negotiation, problem solving and presentation skills
- Demonstrated team player
- Sound analytical skills
- Ability to develop and assess business proposals from a financial perspective
- Ability to apply research methods, statistical and cost analysis techniques, quantitative and qualitative analysis as applied to performance metrics and forecasting
- Ability to research, analyze and merge complex subject matter to summarize, identify issues and trends, and generate recommendations in a language suitable to the audience
- Ability to establish and maintain effective relationships with a variety of individuals with diverse or competing interests or diverse perspectives to meet GVHA objectives
- Sound judgment with an ability to develop creative solutions to meet GVHA needs
- Ability to plan, organize, and effectively manage workload while meeting deadlines
- Ability to use software applications such as MS-Word, MS-Excel to develop and maintain complex spreadsheets and tracking systems
- Ability to monitor and manage investment portfolios
- Ability to interpret Board of Directors and/or administrative direction and incorporate into operational policies and procedures

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