

JOB DESCRIPTION & SCOPE OF WORK

RESEARCH ACCOUNTING COMPTROLLER

POSITION SUMMARY

The Research Accounting Comptroller oversees the financial operation of Qaujigiartiit Health Research Centre and Qaujigiartiit Corporation by; ensuring that funds are received and administered in a manner consistent with the territorial and federal legislation and generally accepted accounting practices. This position is responsible for ensuring that all financial tasks are completed by specified deadlines, and with the appointed auditor, to a high standard of quality.

Reporting directly to the Executive and Scientific Director, the Research Accounting Comptroller is directly involved in financial reporting, contributions agreements and granting, and managing funding contracts and documents. Comptrollers need an array of knowledge and skills to do their work.

The Research Accounting Comptroller will work with the Manager of Logistics and Administration, as well as contracted bookkeeping service, to support the Executive and Scientific Director in carrying out activities of the Qaujigiartiit Health Research Centre and Qaujigiartiit Corporation by:

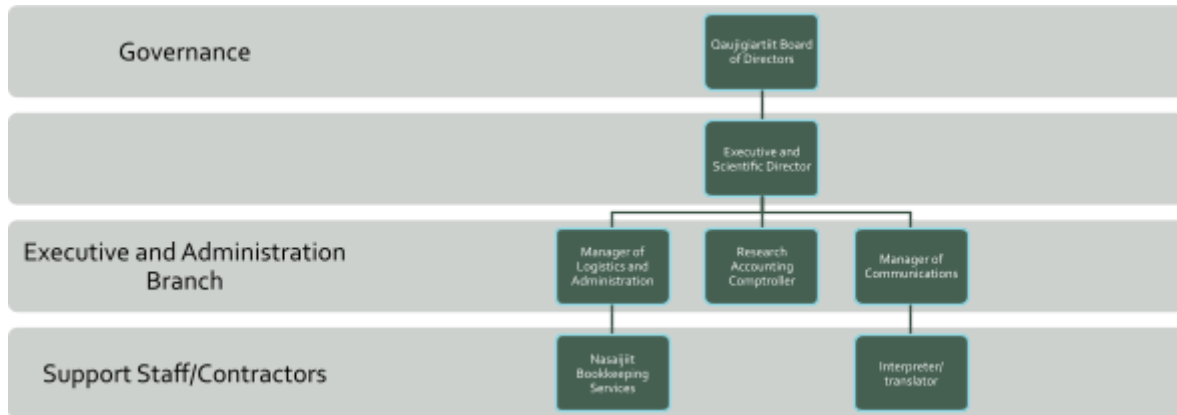
- Overseeing the receipt and administration of funds that flow from funders to Qaujigiartiit and from Qaujigiartiit to sub-granted organizations and community partners as needed.
- Preparing financial reports, variance reports, and the Board's annual budgets as needed.
- Providing sound financial advice to Qaujigiartiit with respect to new and on-going projects and initiatives.
- Maintaining an up-to-date inventory of all Qaujigiartiit assets.

ROLE OF RESEARCH ACCOUNTING COMPTROLLER AT QAUJIGIARTIIT

Qaujigiartiit does not have a core funding model and remains dependent on 16-25 project funding pots per year, each with different contracts and reporting requirement.

There is a significant amount of reporting and financial management involved in this model, which requires advanced financial support.

EXECUTIVE ORGANIZATIONAL CHART



Research Accounting Comptroller

- Accounting
 - Review and catalogue funding agreements (appropriate database), contracts, and contribution and grant agreements.
 - Review and prepare reporting requirements (eg cashflow sheets, financial report templates) for each funder in accordance with reporting timelines.
 - Work with auditor, bookkeeping firm, and Manager of Admin and Logistics to ensure accurate and timely transfer of information for the annual audit
- Financial Forecasting
 - Provide financial forecast data to support the Board of Directors and E&SD to implement the strategic plan, secure (and repay) loans and borrowing, and the Inuusirvik project, for both the Centre and the Corporation
- Enhancing Financial Checks and Controls
 - Follow and improve upon the Policies and Procedures for Financial Management at Qaujigiartiit in accordance with territorial and federal legislation.
 - Reviewing and recommending amendments to the investment and administrative policies, as required
- Developing Corporate Financial Growth Plans
 - Support the development of new and innovative business plans with timely and accurate financial information for the Centre and Corporation.

Manager of Logistics and Administration

- Day-to-day office management
- Payment of Invoices and funding transfers
- Management of Credit card and payments
- Day-to-day banking and administration
- Regular communication with Nasajit
- Logistics and office management
 - Day to Day operations

Nasajit Bookkeeping Services

- Maintaining a payroll system to ensure that staff salaries and benefits are tracked and paid in a timely manner;
- Managing accounts payable and accounts receivable;
- Provide quarterly reports
- Providing SAGE accounts for auditing

SKILLS AND ABILITIES

KNOWLEDGE

- Superior knowledge of standard accounting practices and policies;
- Setup/management of budget and information system programs and procedures;
- Northern geography, history, Inuit cultures and traditions, and modern Inuit society.

SKILLS

- Ability to use a variety of computer hardware and software relevant to the field of financial management, in particular Sage 50 Accounting software.
- Ability to plan, organize, and execute financial management programs;
- Ability to analyze complex information and make independent decisions;
- Excellent verbal, written and listening skills essential;
- Ability to communicate complex and technical financial concept to a broad range of audiences;
- Ability to prepare and present briefing documents, an correspondence including reports/cashflows for funding agencies and partners;
- Ability to work under pressure, multi-task, and meet tight deadlines;

EDUCATION AND EXPERIENCE

- Graduation from a recognized university
- Experience in the development and implementation of financial policy and procedures, non-profit sector experience will be considered an asset;
- Demonstrated experience and/or acceptable training in developing and administering financial management and administrative procedures relating to a multi-million dollar budget is also required;
- Demonstrated ability to work in a multi-cultural environment essential;
- Experience working with a diversity of computer software in various applications is essential;
- Experience in northern Canada and in cross-cultural situations would be a distinct asset; and

LANGUAGE SKILLS

- Superior knowledge of written and spoken English is essential; and
- The ability to speak and/or write Inuktitut would be an asset.

PERSONAL SUITABILITY

- Effective interpersonal relationships, excellent communication skills;

- Emotional intelligence, suitability to work in a dynamic community-led team environment;
- Thoroughness, dependability, cooperativeness, flexibility, leadership, and initiative;
- Willingness to learn and keen interest in community wellness;
- Sensitivity to Inuit cultural values; and
- Willingness to live, work, and travel in a northern environment.

BUDGET

This position is a 1.0 FTE executive position that may be contracted out.

Range \$95,000 to \$125,000 per year.