

The WSCC's financial accounting system is Great Plains which integrates with a specialized in-house claims management and revenue system called Compensation, Assessment, and Accident Prevention System (CAAPS). CAAPS integrates financial transactions into the Great Plains payment and reporting system. The Great Plains system includes the HR/payroll system as a separate module that must also have transactions posted to the general ledger. The incumbent is responsible to ensure that proper controls are in place and that staff complete these processes to provide accurate financial information.

The Operations and Capital Budgets for the WSCC are at the discretion of the Governance Council. The incumbent is responsible to present documents to the President for Governance Council approval, and to coordinate and develop the Operations and Capital Budget with the CFO, President, and Senior Management Team.

Decisions made by the incumbent impact a magnitude of resources including approximately \$480 million in assets, the \$30 million in the administrative budget, \$50 million in claims expense, \$80 million in revenue and \$1 million in the capital budget. The incumbent has payment authority up to \$150,000 and spending authority of \$20,000, with the exception of payment authority relating to payroll remittances which are unlimited.

The incumbent manages and is accountable for the functioning of four distinct areas within the Finance Unit – payroll, collections, accounts payable and financial reporting. The WSCC payroll is approximately \$15 million and runs on a stand-alone payroll system, which is included as a part of the Great Plains Accounting system. The incumbent is responsible to ensure the collection of all monies overdue and owed to the Commission, including employer assessments of approximately \$45 million annually. The incumbent is responsible for ensuring compliance with all associated legislation, regulations and agreements affecting the financial functions of the WSCC and the safety of staff members.

The duties of the position have an impact on all Divisions of the WSCC in the Headquarters and Regional offices. This position manages 4 direct reports and 5 indirect reports.

RESPONSIBILITIES

1. Manage financial functions of the WSCC.

- Monitor expenditures and revenues to ensure all transactions are processed in accordance with WSCC, GNWT, and Federal legislation, policies, directives, and procedures and IFRS;
- Ensure the financial reporting and practices of the WSCC meet all legislative requirements;
- Interpret financial policies, directives, procedures and applicable legislation, report issues and develop and implement solutions;
- Develop and maintain a system of internal controls and evaluate on a regular basis;
- Maintain current knowledge of IFRS and practically apply that knowledge to the operations and reporting of the WSCC.
- Advise the CFO, VP, Performance and Corporate Services, President and Governance Council on the financial impacts to the WSCC of changing IFRS's;

- Advise and mentor the leadership team and other staff on financial management reflecting current financial direction and ensuring consistent and effective application of policies and regulations;
- Ensure and provide guidance and training to WSCC staff in financial planning, management and control;
- Review and authorize bank reconciliations prepared by the Senior Financial Advisor;
- Exercises spending authority of \$20,000 and payment authority of \$100,000.

2. Manage the credit and collection activities for the WSCC.

- Ensure timely collection of approximately \$50 million in assessment revenue and variable amounts of recoveries from claimants and former staff;
- Interpret legislation and policies regarding collection of revenue;
- Ensure collection efforts are coordinated with other WSCC departments;
- Audit collection files to ensure collection staff are operating within acceptable standards;
- Provide direction and support on complex collection actions;
- Work with difficult customer accounts that have been escalated from staff to achieve a mutually agreeable solution within the policy and legislation framework;
- Reviews issues and matters of concern in specific instances and determines what needs to be escalated to the CFO, CEO, Governance Council and/or external entities; and
- Review all write-off and doubtful allowance recommendations from the collections officers and makes final decision on inclusion in the submission to the Governance Council.

3. Manage the biweekly payroll process and ensure compliance with the UNW Collective Agreement, the Excluded Employees' Handbook, the Senior Manager's Handbook, the WSCC policies, Territorial and Federal legislation and regulations.

- Audit the biweekly payroll to ensure it is completed in a timely and accurate manner;
- Ensure statutory and other remittances are complete, accurate and submitted as per regulations;
- Ensure year-end processes are complete, accurate and that T4s, T4As and government summaries are submitted completely and on time
- Exercise, as one of the two signing authorities unlimited payment approval of all payroll related remittances;
- Interpret and provide advice to staff and management throughout the WSCC regarding the employee agreements, legislation and policies regarding payroll; and
- Review all changes to payroll related legislation, regulations and agreements to identify how changes affect the WSCC and provide advice and recommend solutions to SMT.

4. Manage the annual budgeting, financial analysis, variance reporting and financial projection processes to support the WSCC's strategic and corporate plans.

- Manage the annual budgeting process to ensure effective administration and general and capital budgeting systems;
- Develop schedules for the annual budgeting process and assist with long term financial planning;

- Consult with the Leadership team to identify capital requirements and to develop a procedure for capital budget requirements;
- Provide information and training to members of the Leadership and SMT on preparation and monitoring of annual budgets, ensuring consistent and effective application of policies and procedures;
- Participate in divisional planning to identify fiscal and human resource needs, and the effective use of resources;
- Prepare the revenue, claims expenditures, headquarters and finance department budgets;
- Manage the preparation and consolidation of the operation and capital budget requirements into a report for the President to present for Governance Council approval;
- Manage the operations and capital budget to ensure expenditures remain within budgeted limits;
- Manage the process of budget expenditures and cash flow for the current year; and
- Provide financial analysis for WSCC proposals to ensure consistency.
- Ensure monthly and quarterly variance reporting is provided to the leadership team;
- Review variance reporting to identify potential areas of concern and report and recommend solutions to the Senior Management Team (SMT);

5. Manage the year-end financial statement audit and financial statement preparation

- As internal lead on the annual financial statement audit coordinate the Office of the Auditor General of Canada's (OAG) visits and activities working with all WSCC divisions;
- Prepare and provide financial statements, supporting reconciliations and working papers in an acceptable format for annual review by the OAG;
- Prepare and present annual financial statements for the WSCC in accordance with International Financial Reporting Standards (IFRS), annually.
- Coordinate with the WSCC's actuary and data analyst on various aspects of the financial statements ensuring information provided and information received from the actuary is accurate and correctly presented;
- Defend the WSCC's position on contentious accounting decisions by providing properly documented and professionally sound position papers;
- Coordinate and review responses to audit observations presented in the OAG's management letter, and initiate system or procedural changes as necessary; and
- Act as the WSCC liaison with the OAG on any reporting or internal control issues that may arise during the course of the annual audit.
- Coordinate with internal WSCC departments and the OAG to ensure the annual report is delivered to the respective Legislative Assemblies for tabling in accordance with Legislation and Regulations.

6. Manage the Finance unit and supervise staff.

- Prepare annual performance reviews;
- Update job descriptions for these positions as required;
- Prioritize, assign, and monitor tasks and deadlines;
- Act as a subject matter expert for all department staff as most positions are stand alone;

- Coordinate with the CFO on staffing matters affecting the Financial Services Division
- Approve and monitor leave for staff ensuring adequate staffing levels and backups are in place;
- Identify training opportunities for professional development for self and staff;
- Identify staffing needs and interview potential employees;
- Resolve conflict and staff issues; and
- Initiate disciplinary action, as required.

7. Other related duties.

- Sit on various committees, internal management teams and other working groups as focused on overall management of the WSCC.
- Attend as a member at Association of Workers Compensation Boards of Canada (AWCBC) National Comptroller's meetings representing the interests of the WSCC.
- Provide financial information for special projects, as required;
- Prepare briefing notes for the legislatures as required
- Troubleshoot financial reporting systems and act as a subject matter expert for the information services department in the development of new systems;
- Act as one of the bank and visa system administrators; and
- Act as backup to any of the staff members or leadership members in the division.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

During annual budgetary process and year-end financial statement preparation, incumbent is required to spend extended periods at the computer and pay close attention to detail.

Mental Demands

Deadlines during certain times of the year (budgets, year -end) create stress and require overtime.

The incumbent may encounter hostile and confrontational debtors over the phone or in person which may include being subject to verbal abuse and extreme language. There is an element of uncertainty about what to expect.

It can be stressful for the incumbent when confronted with disgruntled employers, employees, claimants and former staff members outside of work hours.

KNOWLEDGE, SKILLS AND ABILITIES

- In-depth knowledge to be able to analyze and prepare financial statements and financial reports including financial statement preparation in accordance with IFRS standards;
- Demonstrated planning and financial analysis skills are required to recommend and implement new systems and effectively lead the budgeting process;
- Detailed knowledge of accounting theory, International Financial Reporting Standards and generally accepted auditing standards, including the ability to apply these principles and standards in a working situation;
- Ability to read and interpret legislation;
- Ability to communicate effectively in order to resolve disputes, motivate staff, delegate duties, lead working groups and provide training;
- Demonstrated knowledge of, and the ability to apply management principles to lead and motivate staff and foster team building;
- Ability to apply advanced knowledge of computer software packages for word processing, spreadsheets, accounting and database applications, and to interface different software packages to meet project needs and assignments;
- Leadership skills;
- Analytical and problem solving skills; and
- Communication and time management skills.
- Ability to manage and coordinate the complexities of an annual financial statement process in a complex multi-faceted environment.

Typically, the above qualifications would be attained by:

A degree in Commerce or Business Management combined with a Chartered Professional Accountant (CPA) designation, with a minimum of 5 years experience in a related field, of which 3 years must be recent management/supervisory experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)

French preferred

Aboriginal language: To choose a language, click [here](#).

Required

Preferred

CERTIFICATION

Title: Corporate Comptroller
Position Number(s): 97-9703

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ Date</p>	
<p>_____ President & CEO</p> <p>_____ Date</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by Human Resources: _____