

## Controller

Closing Date: Open Until Filled

### Summary

The primary purpose of this position is to assist North Peace Savings & Credit Union in living out our Service Mission, ***“To build rewarding relationships through a superior service experience.”*** One of the primary means to achieve this end is to develop a highly effective team of employees and develop each employee to their highest potential through coaching and leadership.

Reporting to the Chief Financial & Risk Officer (CFRO) and leading the Risk & Finance team, the Controller is primarily responsible for the day-to-day Finance and Risk & Compliance related operations of the Credit Union. These responsibilities include oversight and delivery of the efficiency and effectiveness of all related systems, policies and procedures as well as the preparation of internal and external financial and regulatory reports and analyses. The Controller is responsible for the design, maintenance and testing of a comprehensive set of internal controls to mitigate risk, enhance the accuracy of the Credit Union’s reported results, and ensure that reported results and risk related processes comply with International Financial Reporting Standards and/or federal and provincial regulations. The Controller is also responsible for assisting in the preparation of annual operating and capital budgets and continually seeks opportunities to enhance operational efficiencies.

### Key Responsibilities

#### 1. Leadership

- Ensure team delivers service to both internal and external members that aligns with the Credit Union’s Service Promises.
  - I promise to be respectful in every interaction.
  - I promise to do it right the first time.
  - I promise to deliver more than expected.
  - I promise to keep it simple and easy.
  - I promise to provide innovative solutions.
  - I promise to create a positive and memorable experience.
  - I promise to significantly improve your financial life.
- Understand the vision, values, strategic direction and model behaviors consistent with the identified values and image of the Credit Union.
- Provides day-to-day leadership, coaching and training to staff to ensure high quality performance and support engagement, growth and employee retention.
- Develop each employee to their highest potential by holding them accountable and identifying their areas for improvement and appropriately coaching, training or correcting the employees’ performance, as required.
- Ensure that the department meets service and business plan goals as established by the Credit Union.

- Demonstrate enthusiastic support of corporate mission, core values and long-term objectives.
- Recruit and interview prospective employees and make selections in conjunction with the CFRO and Human Resources.
- Resolve complex problems and member complaints referred by staff to ensure the needs of members, staff and the Credit Union are met.
- Participate in continuous learning programs for self-development.
- Maintain up-to-date knowledge of all Credit Union products and services by regularly reviewing products and product changes.
- Proactively participate in community events resulting in a positive image of the Credit Union in the marketplace.
- Through effective communication and positive influence, supports and inspires a team culture, fostering and maintaining harmony and productive interdepartmental work relationships.

## **2. Finance (Accounting, Treasury, Taxation)**

- Oversight and delivery of the day-to-day accounting and treasury operations of the Credit Union ensuring efficient and effective operations, strong internal controls and timely delivery of financial and related reporting.
- Oversight of a comprehensive accounting system including general ledgers, accounts payable, accounts receivable and ATM functions. Responsible for the maintenance of the accounting software application and related updates.
- Responsible for the integrity and maintenance of the chart of accounts and internal controls over both the accounting and banking system general ledgers including accurate, complete and timely reconciliation and reporting processes and segregation of duties.
- Maintenance of a documented system of accounting internal controls, policies, and procedures.
- Oversight and/or direct preparation of monthly, quarterly, year-end and adhoc internal, external and regulatory financial statements and related reports including variance analysis and projections. Includes “hands-on” involvement in all year-end processes and preparations. Includes co-ordination and discussion of issues with internal and external auditors.
- Provision of technical expertise in the understanding and development of accounting standards and policies under International Financial Reporting Standards. Involves providing position support documentation to auditors, impact analysis, developing disclosures and educating the Board of Directors, the Executive Team and department staff about developments and impacts of changes in standards and policies.
- Preparation of financial modeling or analysis related to potential business opportunities, business issues or adhoc enquiries as they arise. Preparation and review of business cases, as required.
- Provision of technical expertise to all areas of the business in the application of taxation rules and the preparation and/or support in the calculation and filing of a variety of corporate, employee and credit union member related taxation documents, slips, remittances and

returns.

- Assists the CFRO, as directed, in the preparation and monitoring of the annual operating and capital budget.
- Provides ongoing monitoring of actual to budget results and prepares financial, capital and liquidity projections.

### **3. Risk & Compliance**

- Oversight of the day-to-day Anti-Money Laundering & Terrorist Financing, Privacy and Fraud Loss Response activities of the Credit Union ensuring regulatory compliance with all relevant acts and related filings. Escalation of issues to the CFRO in a timely manner.
- Oversight and maintenance of corporate insurance coverages. Working closely with insurance providers, management of insurance claims.
- Oversight and/or direct preparation of daily, monthly, quarterly, year-end and adhoc internal, external and regulatory enterprise risk management related reports.
- Ongoing assessment and development of internal control practices to ensure appropriate controls are in place and operating effectively in order to eliminate or reduce risk to an acceptable level. This includes auditing and testing of the internal controls of the Credit Union and providing direction and/or recommendations for enhancement.
- Co-ordination and discussion of control issues identified with internal and external auditors.

### **4. Other**

- As an ongoing focus, recommend and/or implement changes by adopting best practices and/or identifying new and innovative ways for efficient and effective business flows and improved processes and procedures for all finance and related processes to improve productivity.
- Cross functional “go to” resource for all areas of the business when complex issues arise and investigation and/or resolution is required.
- Accomplish tasks on time and contribute to the team by taking on special projects as needed.
- Stay current with all accounting standards and practices, regulations, taxation laws, reporting requirements, industry trends and best practices.
- Other tasks and projects as assigned by the CFRO.

### **Education & Experience**

- Professional accounting designation
- Minimum 5 years’ experience in full cycle accounting, or an equivalent combination of education and experience
- Minimum 2 years leadership experience preferred
- Proficient with accounting software and financial reporting applications as well as Microsoft Excel. Solid working knowledge of software and database systems used in financial reporting preferred

- Credit union experience preferred.

### **Required Knowledge Skills & Abilities**

- Expert knowledge of accepted accounting standards and practices, taxation and reporting requirements
- Proven leadership skills
- Proven track record for personal development skills
- Critical thinker
- Highly motivated
- Able to work efficiently as a part of a team as well as independently
- Ability to solve problems creatively
- Ability to deal with difficult and stressful situations
- Able to work well under pressure and meet set deadlines
- Excellent written and oral communication skills with individuals at all levels of the organization
- Effective listening and questioning skills
- Ability to adapt to and learn new software.
- Strong organizational, time management and prioritizing skills
- Attention to detail in all areas of work
- Advanced knowledge of spreadsheet and accounting programs.

### **Core Competencies**

- Leadership
- Ethics and Integrity
- Coaching and Mentoring
- Service Focus
- Communication
- Energy & Stress Management
- Team Work
- Attention to detail
- Time Management
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgment
- Planning and Organizing
- Problem Solving/Critical Thinking
- Result Focus
- Accountability and Dependability
- Providing Consultation
- Enforcing Laws, Rules and Regulations
- Mathematical Reasoning
- Development and Continual Learning

These role description duties may be added, removed or changed from time to time.

If interested please submit cover letter and resume in confidence to:

Olivia Young, Human Resources Specialist  
North Peace Savings and Credit Union  
10344-100th St

Fort St. John, BC, V1J 3Z1

Fax: 250-787-9191 or E-mail: [careers@npscu.ca](mailto:careers@npscu.ca)

For a complete role description, visit: [www.npscu.ca](http://www.npscu.ca)

North Peace Savings thanks all applicants for their interest; however, only those selected for an interview will be contacted.

**It's your life. Build it here.**