

# Controller

## Credit Union Centre

(Temporary for approximately fourteen months)

### Posting No. 547

The City of Saskatoon is an Employment Equity employer

#### DUTIES:

1. Manages the organization's accounting systems. Preparation of monthly financial statements, and other financial reports and schedules. Monitor expenditures, maintain staff vacation and banked time reports.
2. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
3. Oversees the creation of annual capital and operating budget proposals and, upon approval, the preparation of financial forecasts to year-end as an aid for management decision-making.
4. Plans, organizes and directs the activities of subordinate staff engaged in accounting, financial administration, payroll, clerical and stenographic work. Administers all accounting functions and financial transactions ensuring adequate internal control and an effective management reporting system.
5. Prepares all necessary financial and written reports for the Board of Directors, Finance Committee and for board meetings. Attends Committee and Board meetings, as required.
6. Acts as liaison with the external and internal auditors, as necessary, in the completion of their audit work.
7. Manages, in consultation with City Treasurer's Office, the short- and long-term investment of Credit Union Centre funds.
8. Manages the documentation of accounting procedures and policies and computer network operations, including accounting, office and box office systems.
9. Performs other related duties as assigned.

#### QUALIFICATIONS:

- Possession of a recognized accounting designation, e.g. C.M.A. or C.G.A., including a degree in commerce, business administration, public administration or economics.
- Four to six years' progressively responsible, related experience in accounting, financial analysis and business administration.
- Thorough knowledge of the principles and practices of management and organization.
- Considerable knowledge of budget systems and software applications e.g. Excel, Word and databases.
- Knowledge of electronic data processing applications to financial systems and report generation.
- Knowledge of ticket software and applications for box office systems.
- Demonstrated ability to establish and maintain effective working relationships with all levels of civic staff, external agencies and the public
- Ability to supervise and develop subordinate staff.
- Ability to communicate effectively orally and in writing.
- Demonstrated effective interpersonal skills.

#### SECURITY REQUIREMENTS:

Acceptable current Criminal Record Check (CRC) upon offer of employment.

#### SALARY:

\$78,849 to \$92,648 per annum.

For further information regarding this position, contact Human Resources.

Applications are to be received in Human Resources (City Hall) by 5:00 p.m. on Wednesday, November 7, 2012.