



# JOB POSTING

**Date:** June 1, 2020

**Competition:** #20-27

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION**

**Position:** Controller

**Division:** Finance & Administration

**Reporting To:** Deputy Chief Financial Officer, Finance and Administration

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator- a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

**Summary:**

The Controller is responsible for overseeing the financial and accounting functions for the Institute, including the effective and efficient operation of Financial Services, internal and external financial reports, coordinating and leading the annual external audits, and administration of JIBC's financial management policies and procedures. This position is also a leader in applicable statutory and tax law, and is the administrator of the Institute's Unit 4 Financial system. The Controller is a democratic, respectful, participative, consultative, empowering and coaching leader, and embraces in a "roll up your sleeves" leadership style, leading by example. The successful candidate must be able to earn and build trust with staff to foster a cohesive team environment.

**Primary Responsibilities:**

- Responsible for accurate and timely internal and external financial reporting;
- Responsible for the overall management of financial services requirements and process for the Institute. This includes: allocating the workload to meet expectations; administration of financial systems, processes and structure; compliance with statutory accounting requirements, generally accepted accounting principles, and application of best practices in internal control;
- Direct supervision of one full time Fair Comparison employee and one full time bargaining unit employee, with indirect supervision of an additional seven full time bargaining unit employees in the Financial Services area;
- Improves overall efficiency of the area by implementing, monitoring and reviewing related departmental policies and procedures. Responsible for ensuring Institute policies and procedures are adhered to by interpreting how they relate and are applied to the department. Makes recommendations on Institute and Divisional policies, procedures, and guidelines;
- Leads and co-ordinates the annual external audit and meeting deliverables for successful on time completion.
- Works in collaboration with the Manager of Financial Planning & Analysis to achieve superior services for internal clients and facilitate the development of financial literacy of staff;

**Financial Responsibilities:**

- Oversees the operations of the financial service teams, including the management of financial structure, processes and procedures to meet reporting or accountability expectation;
- Oversees the Revenue and Financial Accounting area and ensure the Institute's revenue collection (student fees, grants and other revenue) and reporting function meet statutory requirements and established Institute guidelines;
- Establishes procedures to ensure that Institute funds are properly safeguarded and accounted for using Generally Accepted Accounting Principles (GAAP);
- Responsible for the accuracy of the Institute's general ledger, subsidiary ledgers, and all banking records by reviewing all reconciliations, running analysis reports, and ensuring that the necessary adjustments are amended by the line function prior to signing off on any financial processes;
- Reviews and plans system changes with staff to ensure system functionality, changes, upgrades and enhancements meet the requirements of the department and the line managers;

**Administrative Responsibilities:**

- Manages all aspects of integration of the financial system to safeguard the integrity and reliability of the financial information system;
- Provides leadership to ensure all statutory regulations i.e. GST, PST, Excise Tax, Non-resident and other tax regulations are adhered to and the procedures are established and maintained;
- Reviews and recommends contractual terms and languages on risk, obligation, taxation and other impact to safeguard the Institute's interest.

**System Administration:**

- Provides leadership in the development, implementation, and administration of the department's computerized records systems, including design and approval of business processes and implementing procedures relevant to data integrity, timeliness, and effectiveness; as well as testing process and records.

**Human Resource Management:**

- Guide the day to day activities of the Financial Services team by selecting, developing, leading and coaching department staff to achieve optimum performance which supports the Institute's and Divisional strategic objectives;
- Responsible for overseeing the performance and development of staff, including provide direction, establishing employee development programs and coaching/mentoring practices that promote individual and team competence, productivity, and customer focused solutions. In this regard, the position has the authority to hire and discipline employees (up to and including termination);
- Decisions made by the position include: the interpretation of Generally Accepted Accounting Principles to accounting transactions relating to statutory requirements (e.g., Financial Administration Act, College and Institute Act, Excise Tax Act); the administration and application of Institute policies and procedures; the hiring, training, performance managing and, where the position deems necessary, the disciplining of support staff.

## Qualifications & Requirements:

### Academic:

- Chartered Professional Accountant (Canada) designation;
- Bachelor's degree in Business Administration or Commerce preferred.

### Experience:

- Minimum three (3) years of post-qualifying experience in a comparable senior financial officer role with supervisory experience, preferably in a unionized environment;
- Demonstrated experience in contract management;
- Hands on experience in all functional areas of accounting: AR, AP, GL, payroll and budgeting;
- Effective leadership, time management and organizational skills are essential;
- Ability to communicate effectively with all levels of customers and possesses attributes that capitalizes creativity and innovation that maximizes customer service levels;
- Must be detail oriented with demonstrated creative problem solving skills.

### Other Knowledge/Training:

- Advanced hands on knowledge of Excel.
- Extensive experience in a large scale, complex ERP computer environment and good knowledge of Microsoft applications is required.
- Experience in Unit 4 and Ellucian Colleague system preferred.

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**Salary Range:** \$86,740 to \$111,078 per annum (Fair Comparison Grid Level 13)

**Posting Date:** June 1, 2020

**Closing Date:** June 17, 2020

**Start Date:** ASAP

Please submit a resume, covering letter and *copies of academic credentials*, quoting Competition #20-27 to:

E-mail: [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact:

Jina Lee  
Deputy Chief Financial Officer

Phone: 604-528-5801

Email: [jlee@jibc.ca](mailto:jlee@jibc.ca)

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

