



### **Carlton Trail College has an opening for a Controller**

Carlton Trail College is recruiting for a permanent full-time Controller. Applications must include an updated cover letter and resume.

This competition will close on **December 5, 2025**. All applications received on or before that day will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**[careers@carltontrailcollege.com](mailto:careers@carltontrailcollege.com)**

**Human Resources Department  
P.O. Box 720  
Humboldt, SK S0K 2A0**

# Controller

Competition # OA2526-08

Out of Scope

Benchmark Level: 4

Location: Humboldt

## POSITION SUMMARY

Reporting to the VP Finance, the Controller is responsible for ensuring the operational effectiveness and efficiency of the day-to-day financial operations of the College. The Controller's responsibilities include preparation of regulatory and financial reports, budgets and forecasts, management reports, as well as compliance with financial policies and procedures. The Controller performs highly technical duties and maintains extensive staffing relationships within the organization.

## DUTIES AND RESPONSIBILITIES

### Financial Management:

- Lead budget planning and hold responsibility for ensuring overall budget implementation at the College, working individually with each manager
- Manage day-to-day accounting operations including accounts payable, accounts receivable, statutory reporting, and the review and approval of journal entries
- Contributes to, implements, and monitors internal controls to ensure that accounting activities are in accordance with established legal regulatory and college policies and procedures
- Manage the approved internal budgeting and budget review processes
- Work with operating departments to ensure funding agreements are adhered to
- Analyze, monitor and review budgets and expenditures for provincial, federal, and private funding, contracts and grants
- Oversee the development and maintenance of financial reporting tools and systems to meet the needs of the College.
- Provide advice and guidance on all accounting matters including financial systems, budget and forecast processes, record keeping, analysis, and reporting
- Make recommendations for improvement to the financial accounting system
- Implement and manage approved financial accounting system changes, including the College's transition to the new financial and accounting system Business Central
- Direct and coordinate the compilation and analysis of financial information
- Work with the Executive Team to identify anomalies, variances, and areas of concern
- Prepare approved comprehensive reports, including financial statements and cost accounting reports for the College management team as well as other internal and external users
- Ensure accounting procedures, principles, and practices are maintained
- Coordinate the preparation for audit work for external and provincial auditors based on approved processes
- Compile, recommend, and administer the budget for the financial area of responsibility
- Participate in strategic planning and policy drafting and implementation with the College's Executive Team

### Administration

- Direct periodic reviews of internal control audits and provide recommendations for procedural improvements
- Review accounting records to ensure college compliance with established policy, procedures and contractual agreements
- Review and approve changes to the chart of accounts and financial reporting structures to ensure accuracy, consistency, and usefulness for decision-making
- Support managers at the College with their respective budgets and deliver training on budgeting and forecasting
- Ensure managers and directors have the necessary training and support to effectively manage budgets, variance reporting and financial systems, including the new financial and accounting system Business Central
- Identify opportunities and lead projects to enhance the performance of financial operations, while maintaining efficiency and effectiveness
- Maintain cooperative, effective relationships with staff and external agencies as required

## People and Resource Management

- Provide leadership to accounting staff. Ensure all staff supervised receive ongoing support, evaluation and feedback through the performance evaluation process.
- Respond to Step 1 grievances and advise the Chief Executive Officer regarding responses to Step 2 grievances involving the Controller's direct report employees
- Demote or involuntary transfer direct report employees
- Terminate direct report employees when needed
- Responsible for final decisions regarding probationary discharge of direct reports
- Establish priorities consistent with the mission, vision, values and strategic direction of the College and allocate financial, material, and human resources to achieve established objectives.
- Participate with the Executive Team in the development of specific action plans for achieving the strategic direction of the institution and manage change within the organization.
- Provide leadership and direction to assigned staff and ensure that a working environment is maintained that is conducive to teamwork and effective, efficient workflow.
- With the assistance of the Human Resources Director, ensure that all applicable aspects of the Collective Agreement and College policy are followed and applied as required.
- Provide input into collective bargaining including costing and implementation
- Works across the College to develop and communicate opportunities, performance metrics and success.

## KNOWLEDGE, SKILLS AND ABILITIES

- Proven ability to analyze financial data and prepare financial reports, statements, and projections
- In-depth working knowledge of short- and long-term budgeting and forecasting
- Extensive knowledge of provincial and federal financial and accounting software applications
- Critical thinking and analytical skills
- Attention to detail in all areas of work
- Proficient interpersonal and communication skills
- Good project management skills
- Expert skills in Excel and the Microsoft Office Suite
- Demonstrated skills in negotiating and collaborating with partners, budgeting, writing proposals, research and analysis, program planning and evaluation.
- Demonstrated analytical and problem-solving skills; the demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated effective organizational skills and experience in managing multiple projects
- Demonstrated ability to manage changes in the work environment, structure, process requirements or cultures.
- Demonstrated interpersonal skills and the ability to work in a collaborative team setting.
- Demonstrated effective supervisory and leadership skills.
- Supervisory skills in managing and evaluating people, handling problems and resolving conflict.
- Exemplifies the College's guiding principals of accountability, respect, commitment, innovation, and integrity
- Demonstrated ability to keep the organization's vision and guiding principles at the forefront of decision making and action.
- Demonstrated ability to set high standards for oneself and others and accept responsibility for all actions.
- Demonstrated effective communication skills, including written and oral.
- Demonstrated experience in working with people from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns.
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, co-workers, partners, employers and students apprised of important developments.

## EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is a professional accounting designation (CPA) or an MBA or a related university Business/Commerce bachelor's degree with demonstrated practical experience at a senior level.

## EXPERIENCE

This position requires a minimum of three to five years of related experience which demonstrates:

- Expert level of knowledge relating to finance, accounting, budgeting, and cost control principles including, but not limited to, Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB). Extensive experience in and knowledge of finance, accounting, budgeting, and cost control principles including, but not limited to, Public Sector Accounting Standards.
- Two years' experience with automated financial accounting reporting systems (i.e. Navision, Business Central, etc)
- Strong management skills
- Excellent supervisory and coaching skills
- Ability to provide successful leadership to a team
- The ability to be creative and innovative
- The skills required to negotiate with partners, work collaboratively with people, and deal with sensitive situations.

## OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check that is satisfactory to Carlton Trail College

## REPORTING RELATIONSHIPS

Reports to: VP Finance

Supervises: Senior Accounting Technician  
Accounting Clerk(s)