



EMPLOYMENT OPPORTUNITY

SERVICE AREA: Post Secondary
DEPARTMENT: Old Sun Community College
POSITION: Financial Controller
TERM: Full Time
DATE POSTED: March 12, 2026
DEADLINE: **OPEN until position is filled**

General Statement of Duties:

The controller is responsible for the Old Sun Community College's accounting and reporting functions, including financial reporting processes, financial controls, and accounting policies. The controller will also assist in a resource capacity in the development of annual budgets.

Supervision Received: Works under the general direction of the President of Old Sun Community College.

Supervision Exercised: Supervises Finance and Admin staff

Duties and Responsibilities: Duties include but are not limited to the following:

- Plan, organize, direct, control and/or evaluate the operation of the accounting and payroll department.
- Develop and/or implement the financial policies, accounting systems and procedures.
- Prepare and/or coordinate the preparation of financial statements.
- Coordinate the financial planning and budget process.
- Evaluate financial reporting systems, accounting procedures and make recommendations for changes.
- Maintain accurate accounting records.
- Maintain appropriate financial controls as specified in the Siksika Financial Administration Code.
- Provide technical resources to the Treasury Board.
- Oversee the annual audit.
- Weekly financial management control routines (codes payments, prepares invoices, files payable vouchers and cash disbursements, books payroll biweekly, reconciles payroll remittances).
- Monthly financial management control routines (reconcile bank statements, print general ledger and check for errors, prepare monthly financial statements, complete memo summarizing financial highlights of the month for presentation to the President and Board of Directors, reconcile all inter-company accounts to ensure agreement).
- Complete semester-end financial management control routines refunds textbook fees to students, complete memo summarizing financial highlights of the semester and present to the President.
- Prepare annual audit file, close general ledger at year-end.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with employees.
- Ability to compile, verify and analyze financial records.
- Strong proficiency in accounting software and Excel, along with expertise in financial reporting, budgeting, and auditing.
- Effective oral and communication skills.

Strong work ethics. **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree: in Business Admin, economics, commerce or a related field is required.
- 7 – 10 years of progressive accounting experience, with 3 – 5 years in a senior supervising role.

OTHER FACTORS:

- Must be familiar with Siksika language, culture and history;
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall curriculum of the Old Sun Community College;

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All participants **must** include the following:

1. Diploma/Certificates and or/pertinent related documents.
2. Clear Criminal Record Check.
3. Copy of Driver's License.
4. A list of three people who will be sending reference letters directly to OSCC

Please Note: Only **complete** applicants will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.