

POSTING

Comptroller - Winnipeg

Reporting to the Chief Financial Officer, we have a permanent full-time opportunity for an experienced individual who will be responsible for the overall integrity of APTN's financial data and reporting requirements. The Comptroller supervises, coordinates, and oversees the preparation of reporting to ensure accurate and timely reporting, efficient processing and financial control.

Key responsibilities:

- Conducts regular analytical reviews of APTN's financial statements
- Prepares monitors and maintains the annual operating budgets
- Reviews and monitors APTN's cash and investments and/or loans
- Supervises staff
- Supervises all financial processes and document control mechanics, account reconciliations and the auditing of accounting records, including payroll
- Provides accounting systems maintenance, analysis and management, and assists the CFO and staff with the interpretation of accounting system information
- Provides direction for the preparation of monthly financial statements, reports, schedules, analyses, and provides management summary
- Reviews legal, commercial and suppliers' contracts and payments of the organization
- Reviews internal controls and ensures appropriate safeguarding of company assets
- Reviews organization wide financial and accounting processes and makes recommendations for improved efficiency and control
- Develops and implements financial policies, and maintains the Financial Handbook
- Prepares and arranges for the annual independent audit, as approved by the Board of Directors, of APTN's financial operations

Requirements:

- Minimum of seven years experience in financial environment with at least four years supervisory/management experience
- Bachelor's degree (finance preferred) or similar college degree or diploma, or equivalent combination of education and experience
- A professional accountant designation, such as CGA, CMA, or CA
- Strong computer skills and communications skills
- Experience with Aboriginal organizations would be an asset
- Knowledge of French and/or at least one Aboriginal language would be an asset

Please submit your resume quoting Competition **10/11-26** and where you saw this ad, **by 3 p.m. (CST) August 31, 2011** to:

Human Resources
Aboriginal Peoples Television Network
339 Portage Avenue
Winnipeg, MB R3B 2C3
Fax: 204-943-2368 E-mail: careers@aptn.ca



We thank all applicants for their interest; however, only those selected for an interview will be contacted. As an Aboriginal employer we encourage First Nations, Inuit and Métis applicants to apply