



**Canadian  
Manufacturers &  
Exporters**

# Job Description Guide



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## JOB DESCRIPTION GUIDE

### OVERVIEW

A job description is a written document that explains position requirements, qualifications, duties, responsibilities and other aspects of a specific job.

It is important that job descriptions are updated on a regular basis so there is an accurate reflection of job responsibilities on record.

Job descriptions are used for many different roles within a company. For example:

- They are used as a tool to provide new incumbents with insight into a specific job
- They are used to clarify roles and relationships between positions.
- They are used in performance evaluation.
- They are used to develop training needs.
- They are used to scope the qualifications responsibilities and deliverables of a new position.

### DOWNLOAD OTHER SUPPORT TOOLS FROM THE HR TOOLKIT AT:

<http://mb.cme-mec.ca/manitoba/main/people---skills.html>

- Health and Safety 101
- Job Description
- Orientation Guide – Skills for Success @ Work
- Performance Management
- Recruitment and Selection
- Introduction to Lean Tools – Video
- Introduction to Problem Solving – Video
- [iCME](#) (job posting & job search)
- Reading Writing Math Assessment

## **JOB DESCRIPTIONS:**

1. For existing positions, the person who is performing the job function **must** be the person who writes down the job deliverables and responsibilities. This will then be reviewed and discussed with their immediate supervisor. The immediate supervisor has authority regarding discrepancies. If the position is new it is the responsibility of the future incumbent's immediate supervisor to write the job description prior to advertising the position.
2. For new positions, job descriptions should be developed by the immediate supervisor with assistance from Human Resources.
3. The attached format is to be used for all job descriptions. The content of the job description is described on the following page.
4. The original job description will be kept in a central database.
5. All job descriptions are to be reviewed and changed as needed or on an annual basis by the incumbent and their immediate supervisor.

## **JOB DESCRIPTION REVIEW**

### **JOB SPECIFICS**

1. Incumbent's name
2. Position title
3. Department
4. Supervisor's title

### **POSITION QUALIFICATIONS:**

#### **1. Education:**

This is the level of education that is required to successfully meet the standard job requirements in the incumbent's position. This is not necessarily the level of education the incumbent has completed.

#### **2. Experience/Skills:**

The incumbent must have previous experience in a similar or related position.

#### **3. Special Training:**

The incumbent must have special training or development in job related areas. For example: customer relationship management, safety, leadership training etc.

#### **4. Additional Competencies:**

The incumbent must show competency or above average ability in areas like:

- Written and oral communication
- Organizational skills
- Interpersonal skills
- Multi Tasking
- Able to work in a time pressured environment
- Leadership and teambuilding

#### **POSITION RESPONSIBILITIES:**

##### **1. Main Function:**

This is a brief statement that indicates the overall responsibilities of the position. This overview gives a snapshot of what the position is responsible for and their purpose within the company.

##### **2. Deliverables:**

Are primary goals of the position. The delivery of this will ensure the incumbent is successful in the position. It is important to review and make changes to job descriptions annually and on an as needed basis. Deliverables should be listed in order of importance and time spend (on average 4-6 deliverables).

##### **3. Responsibilities:**

Are the actions that must be taken to meet the deliverables. This should not be a step by step process but rather give the incumbent direction to meet the overall deliverable.

##### **4. Other duties as necessary:**

This should be included in all job descriptions to allow flexibility for other assignments. This section should only include the rare assignments; not assignments that are done regularly throughout the year.

<b>COMPANY NAME</b>	
<b>Position Description</b>	
<b>Incumbent:</b>	<b>Date:</b>
<b>Position Title:</b>	Controller
<b>Department:</b>	
<b>Compensation Level:</b>	
<b>Reports to:</b>	General Manager
<b>Position Qualifications</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post-secondary (CMA, CGA, CA)</li> </ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"> <li>• At least 5 years management experience in increasing levels of responsibility</li> <li>• Must have strong accounting knowledge base</li> <li>• Must have strong organizational skills</li> <li>• Strong leadership skills are essential</li> <li>• Strong interpersonal and communication skills are required</li> <li>• Experience in a manufacturing environment is an asset</li> <li>• Experience in working with external auditors and government bodies would be an asset</li> <li>• Strong understanding of the importance of business controls is essential</li> <li>• A broad computer knowledge base including Excel and AS400 applications is required</li> <li>• Character - must be a trustworthy individual; must be a team player within the department and throughout the organization</li> </ul>
<b>Licenses, Degrees Registrations</b>	<ul style="list-style-type: none"> <li>• CMA, CGA OR CA</li> </ul>
<b>Service Overview</b>	<ul style="list-style-type: none"> <li>• The accounting Team is committed to providing both internal and external customers accurate information in a timely manner</li> </ul>
<b>Position Responsibilities</b>	
<b>Main Function:</b>	<b>Overall management of the Financial Accounting, Cost Accounting, Management Accounting and Financial/Business Analysis areas of the company.</b>

<b>Primary Responsibilities:</b>	
<b>Deliverable 1:</b>	<b>Leadership</b>
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Supervision of the Accounting, Payroll, Costing and Financial Reporting areas.</li> <li>• Offering assistance to nonfinancial managers in the areas of financial issues in their respective areas.</li> <li>• Set an example of cost control and operation efficiency.</li> </ul>	
<b>Deliverable 2:</b>	<b>Coordinate Financial Statement Reporting to the Management Team and Management at all levels.</b>
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Review and analyze results to insure accuracy.</li> <li>• Communicate the analysis of variances and general information as it relates to the financial performance of the company.</li> <li>• Pursue new processes that will assist us in providing the financial information as promptly as possible (i.e. month end accruals, automated processes, etc.)</li> <li>• Coordinate the review and understanding of Gross Margin issues.</li> </ul>	
<b>Deliverable 3:</b>	<b>Continued involvement in the review of the Company's Policies and Procedure, especially as it relates to accounting and costing controls.</b>
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Ongoing analysis of company procedures and policies in order to safeguard the assets of the company.</li> <li>• Review of authorization policy to ensure control of expenditures.</li> <li>• Provide input in various areas of the company as it relates to maintaining control of the operations in expenditure control (fiscal restraint), segregation of duties, asset purchasing, the application of taxes, etc.</li> </ul>	
<b>Deliverable 4:</b>	<b>Coordination and Compilation of the Company Budget Process.</b>
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Coordinate and organize the budget process.</li> <li>• Communicate guidelines to managers responsible for budgeting.</li> <li>• Collect information from managers.</li> <li>• Compile and analyze the submitted budget data.</li> <li>• Provide the executive team with summary budget information as well as detailed information as required in order to ensure completeness of the data.</li> <li>• Provide analysis as necessary to determine whether the budget plan presented is viable and in line with the strategic plans of the company.</li> </ul>	

<b>Deliverable 5:</b>	<b>Coordination of the Year-end Audit Process</b>
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Coordinate this effort to ensure that the financial performance of the company is accurately reflected in the external financial statements of the company.</li> <li>• Track progress of all individuals who are required to perform various tasks and who need to provide information in order to complete the audit. This is required to ensure that the final financial statements are produced accurately but also by the specific dates given by the shareholders.</li> <li>• Review the results and provide analysis to the external auditors, the General Manager and the owners.</li> <li>• Assist with the compilation of the required lead sheets, etc., for all holding and related companies</li> </ul>	
<b>Deliverable 6:</b>	<b>Coordination of all Audits (Revenue Canada, PST, etc.)</b>
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Coordinate this effort to ensure that the information given to the auditors accurately reflects how items were handled.</li> <li>• Ensure that the government auditors are given the required information as promptly as possible in order to expedite their audit.</li> <li>• Ongoing review of our handling of taxes such as PST, GST and state taxes. This includes working with our external auditors and the various state and provincial governing bodies to make sure we are optimizing our position but that we are also in compliance.</li> </ul>	
<i><b>Other duties as assigned</b></i>	