

Job Information

Job title	Accountant	Job Code: ACOUN	Pay Grade: S
Title of immediate supervisor	Manager of Accounting Services		
Department/Division	Finance / Accounting		
Prepared by	Karen Coates		
Date Created	Aug. 5, 2015	Revised date	Sept.5, 2019

Job Purpose

Performs a variety of technical accounting functions in a municipal environment. Prepares, maintains and/or analyses various accounts and records, prepares special financial reports and statements, and performs a variety of internal control and audit functions.

Duties and Responsibilities

- Prepares various financial statements, audit working papers, and statutory reporting.
- Reconciles and audits a variety of accounting transactions and records.
- Reviews, examines, and troubleshoots transactional issues within financial systems.
- Reviews current processes and procedures, providing feedback and plans for procedural and policy updates
- Develops and recommends improvements to accounting controls and processes.
- Reviews periodic remittances due to other authorities.
- Monitors bank transactions and balances and maintains cash flow projections.
- Coordinates month end procedures and reporting.
- Coordinates the tracking and updating of the Corporation's tangible capital assets listing.
- Performs internal audits.
- Assists in developing, maintaining and delivering financial-related training plans and materials to internal employees.
- Maintains debt records.
- Performs other related duties as required.

Qualifications

- Professional accounting designation as a CPA-CA, CPA-CGA or CPA-CMA.
- Five years post certification accounting experience at progressively responsible levels.
- Requires intermediate to advanced experience with spreadsheet, word processing, and problem solving skills.
- Ability to communicate effectively, orally and in writing.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.