

ESQUIMALT POSITION DESCRIPTION

Pos. No: 835

EFFECTIVE DATE: NOV 2014

Updated: September 2023

Approved by: Director of Financial Services & IT

Position Title:	Senior Accountant
Department/Division/Section:	Finance Department

POSITION FUNCTION

Perform senior level accounting functions related to property taxes, licensing and general ledger maintenance.

Assist the Manager of Financial Services in fulfilling the operational and statutory functions of financial administration and collection of property taxes.

Work with the finance staff and internal departments to identify, manage and implement financial systems and solutions.

KEY DUTIES

Participate and assist in the coordination of the work of the finance team engaged in property taxation, accounting, and payroll, to ensure schedules, procedures and established performance standards are met.

Manages the property tax function including the generation of tax notices, processing of supplemental adjustments, reconciling tax rates and accounts and training staff on related processes.

Assist in the development, maintenance and documentation of a variety of financial and reporting systems, (i.e., tangible capital asset inventory and valuation; budget; accounting) and recommend controls and process improvements to preserve the integrity of financial data.

Provide excellent customer service when handling inquiries, complaints and information requests from external and internal clients.

Create, prepare and distribute monthly budget versus actual reports and provide guidance and interpretation to internal departments.

Calculate and remit monies collected on behalf of other governments and agencies.

Assist in a variety of budgeting duties, including financial plan monitoring, analysis, reconciliation and report development.

Participates in the preparation of working papers and financial statements, including the coordination of deliverables with the municipal auditors respecting interim and final audits.

Verify accuracy and completeness of financial information by identifying errors and resolving discrepancies.

Review accounts receivable for unusual items and prepare adjustments as required. Review overdue accounts and implement collection proceedings as appropriate. Review accounts payable and payroll transactions and other financial reconciliations and journal entries as required.

Review departmental inventories and prepare quarterly adjustments.

Reconcile external grant funding and prepare accountability reports to other government entities for Casino and CCBF amounts received.

Assist management with the preparation and submission of regulatory reporting including LGDE, SOFI, and Annual Report

Maintain cash flow projections and monitor bank transactions including bank reconciliations and maintenance of investment of surplus funds and arrangement of short-term borrowings.

Analyze and interpret accounting, purchasing and maintenance management information and data and determine the impact on tangible capital asset valuation and related matters.

Maintain the capital asset sub ledger by reviewing and updating information, ensure departments adhere to the tangible capital asset policy, and prepare annual spreadsheets and reconciliations to the general ledger.

Identify, report and assist in resolving situations of non-compliance with established financial procedures. Identify and recommend revisions to financial procedures. Provide information/training to other departments regarding financial procedures and controls.

Provide technical assistance to municipal staff on financial procedures and operational systems

Recommend personnel actions within the department such as hiring, training, coaching and actions to support employee performance.

Perform other related duties as required.

Perform duties of the Manager of Financial Services when required.

INDEPENDENCE

Work is performed independently according to established procedures or assigned by the Manager.

Work is reviewed through discussion and informal monitoring by Manager.

Problems involving discipline of employees, deviations from established procedures or requiring clarification are referred to Manager.

WORKING CONDITIONS

Physical Effort:

Arms unsupported while keyboarding (often).

Mental Effort:

Long periods of intense concentration while checking accuracy of large volumes of accounting data (continuous).

Deal with complaints, negative comments and many interruptions (frequent).

Visual/Auditory Effort:

Focus on a variety of source data, VDT and printouts for long periods; short periods of listening with intense concentration on the telephone while providing detailed information.

Work Environment:

Office.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

- Understand, apply and provide instruction in methods and procedures of accounting.
- Excellent leadership and supervisory knowledge and skills.
- Work effectively in and contribute positively to a team environment.
- Excellent customer service skills, interpersonal skills and ability to interact with the public in a courteous and tactful manner.
- Professional, effective verbal and written communication with internal and external contacts.
- Ability to complete work with a high degree of accuracy.
- Ability to analyze information, identify problems and develop solutions.
- Ability to plan, organize and prioritize the work of a unit.
- Willingness to learn new technology or software.
- Strong proficiency in using spreadsheets and accounting software.
- Keyboarding proficiency at a minimum of 40 W.P.M.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Professional Accounting Designation (CPA) would be preferred.

Post secondary degree in Finance or Accounting would be preferred.

Experience:

A minimum of 5 years progressive experience in a municipal or similar environment including time spent in a leadership role; or an equivalent combination of education and experience.

Working knowledge of Tempest and Diamond/Great Plains software would be an asset.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.