

ACCOUNTANT II

1. Nature and Scope of Work

This is accounting work of intermediate complexity which includes maintaining accounting and statistical records, performing account analysis and preparing a variety of financial reports. The incumbent also supervises the work of a small group of subordinates. Performance is evaluated in terms of efficiency, effectiveness, accuracy, specific adherence to deadlines and established accounting standards and procedures, and services rendered to customers (staff, the public, suppliers, etc.).

2. Illustrative Examples of Work

Maintains chart of accounts.

Reconciles general ledger accounts.

Performs month end close procedures including posting monthly journal entries, ensuring all subsystems are closed properly, and printing and distributing monthly budget reports to senior management and staff.

Reviews detailed monthly budget reports, and ensures revenues and expenditures are reasonable and accounted for correctly, and that expenditures are within approved budgets. Any anomalies are brought to the attention of the Director of Financial Services.

Prepares financial reports to other governments and agencies; prepares GST and PST returns.

Assigns, supervises and/or checks the work of a small group of subordinates performing, cash handling, accounts payable, accounts receivable and accounting clerical duties; provides training and participates in the selection of same.

Performs all accounting duties and maintains the files relating to deposits, letters of credit, development cost charge revenues, inventory, investments and fixed assets.

Prepares and monitors cash flow forecasting and balances.

Responsible for ensuring that all grant claims are made and grant files maintained.

Identifies accounting system issues and deals with malfunctions in departmental financial software applications. Participates in development of specifications, test scripts and implementation of financial software as required.

Assists the Director of Financial Services in the preparation of the annual budget including payroll and other costs; reviewing all departmental budgets to ensure complete and reasonable in the circumstances; all data input into the Vadim budget system and preparation of any reports thereon; set-up and maintenance of departmental budget lead sheets, and other budget related reports.

Prepares budget amendment adjusting entries and enters approved entries into the Vadim budget system.

Assists in the preparation for the annual audit and financial statements; prepares audit lead sheets, schedules, and other documentation.

Responds to public inquiries and represents the City and Financial Services at public and agency meetings.

Provides assistance, training and substitution for any of the other accounting staff.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Considerable knowledge of the accounting methods/procedures and computer applications used in the work.

Ability to prepare and analyze accounting and budget reports and projections of intermediate complexity.

Ability to perform account analysis and reconciliations.

Ability to plan, assign, check and supervise the work of subordinates.

Ability to establish and maintain effective working relationships with internal and external contacts and provide diversified information and assistance on work related matters.

4. Desirable Training and Experience

High school graduation plus professional accounting designation and considerable related experience (municipal experience desirable); or an equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

None.

2017 January 19, 2:38 p.m.