

Senior Accountant

Approval Date: January 2024**Department:** Finance IAFF CUPE Management**Title of Excluded Supervisor:** Controller**General Accountability:****Purpose and Scope**

Reporting to the Controller, the Senior Accountant performs a variety of advanced accounting, budgeting and reporting functions. This position is responsible for applying accounting principles and procedures to analyze complex financial information, prepares accurate and timely financial reports and statements, ensures appropriate accounting control procedures, and supervises the administration and delivery of several accounting functions. The Senior Accountant is responsible for supervising and directing the work of Accounting Clerk staff.

The incumbent exercises considerable independent judgement in planning and performing the work requiring the ability to meet tight deadlines and set priorities, conduct complex financial analysis and provide professional advice and guidance to the public, staff, management and Council.

Nature and Scope of Work:

- Supervises, provides leadership and directs the work of the Accounting Clerks in the areas of accounts payable, accounts receivable, and finance department public inquiries; establishes work priorities; schedules, and orients, trains, and coaches staff.
- Assists management team with recruitment, performance evaluations and development of performance improvement plans for assigned staff.
- Assists staff when necessary with the following processes: payroll, budget, accounts payable / receivable, property taxes, and year end.
- Prepares monthly, quarterly and annual financial reporting and filings for management, Council, and statutory requirements.
- Prepares ad-hoc reports including, but not limited to; collecting, compiling, analyzing financial and operational data.
- Assists with the fiscal year end process for the City including preparing timelines, overseeing and directing staff, completing lead sheets and financial statement preparation.
- Review of the City's tangible capital assets listing (TCA) to ensure compliance with Public Sector Accounting Standards (PSAS 3150) and the City's TCA Policy.
- Assists with the review of the City's 10-year financial plan including operating and capital projects.
- Assists in the review and ensuring compliance with City bylaws and policies on use of City funds, including Debt, Reserve Funds, Surplus Funds and DCC Funds.
- Supports and assists with corporate asset management activities.
- Prepares and approves complex journal entries.
- Analyzes, reconciles, balances and maintains financial records in compliance with accepted policies and procedures.
- Continually examines work processes and business systems to identify problem areas or opportunities for improvement, innovation and efficiency.
- Undertakes research for special purpose projects as required.

- Assist with the proactive evaluation and implementation of accounting recommendations and financial reporting, including keeping up to date with PSAS guidelines.
- Assists in researching, testing, troubleshooting, and documenting set-up changes and upgrades of various financial software packages.
- Reviews and approves the City's payroll.
- Ensures compliance to all City policies, bylaws, agreements, contracts and external regulations.
- Provides coverage for other Accounting functions as may be required; and
- Performs other related duties as required.

Necessary Qualifications

Technical Knowledge and Skills:

- Thorough knowledge of professional accounting, budgeting, financial reporting, payroll and auditing practices and procedures.
- Thorough knowledge of generally accepted accounting principles and public sector accounting standards.
- Ability to review, analyze, and interpret complex financial statements and data.
- Ability to interpret and understand City by-laws, policies and procedures.
- Knowledge of applicable federal, provincial and local regulations, standards and guidelines – including Community Charter, Local Government Act, Superannuation Act, and Income Tax Act.
- Knowledge of applicable legislation and regulations such as GST, PST, CPP and EI.
- Good business / technical knowledge of accounting and business software and systems.
- Proficiency in performing complex financial calculations.
- Intermediate proficiency with Microsoft Word and Excel.
- Thorough knowledge of office procedures and protocol.
- Basic knowledge of Health and Safety and emergency management principles.

Key Competencies:

- Accountability and Reliability
 - Able to work independently with minimal supervision and direction.
- Communication
 - Demonstrates excellent written and interpersonal communication skills. Able to exercise considerable courtesy, tact, diplomacy, and persuasion in dealing with the public and members of staff.
- Decision Making and Problem Solving
 - Applies strong analytical and problem-solving skills.
- Initiative
 - Self-starter and highly motivated to make proactive changes. Ability to work under general direction only, exercising considerable independence and initiative in the execution of duties.
- Leadership
 - Influences, encourages, inspires, and supports others to deliver. Maintains a positive manner in changing or uncertain conditions. Strong leadership skills in supervision, planning and organizing.
- Planning and Organizing
 - Strong planning and organization skills, with excellent deadline and project management skills. Proven ability to handle multiple tasks simultaneously while working to a deadline.
- Professionalism
 - Thinks carefully about the likely effects on others of one's words, actions, appearance and mode of behavior. Effective and courteous interaction with the public, other agencies and internal departments. Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Results and Quality Focus/Attention to Detail

- Proven ability to perform with a high level of attention to detail and accuracy. Strong research and analytical skills with proven abilities in gathering, consolidating and presenting information.
- Teamwork
 - Demonstrates strong teambuilding skills; fosters a teamwork environment.

Education/Training:

- Recognized Professional Accounting designation (CPA).
- Supervisory Skills or Leadership training.

Experience:

- Minimum five (5) years of progressive and diversified accounting experience including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years.
- Minimum two (2) years of supervisory experience in an accounting environment within the last five (5) years.

Preferred Criteria

- Municipal or public sector accounting experience.
- Experience with Tempest and Vadim software programs for municipalities.

Unusual Working Conditions

- Additional deadline pressure and heavy volume of work at various times.
- Dealing with difficult people.