

ACCOUNTANT II**Approval Date:** December 2025**Department:** Finance IAFF CUPE Management**Title of Excluded Supervisor:** Controller**General Accountability:****Purpose and Scope**

Reporting to and taking direction from the Controller, the Accountant II performs a variety of accounting functions within the Finance Department, including budgeting, grant management, financial reporting, debt management and reserve fund accounting. The Accountant II also provides back-up coverage to the administration of payroll processes and assistance with the City's property tax and utility fee collections.

Nature and Scope of Work

The duties and responsibilities below are representative, but not all-encompassing:

- Oversees corporate grant administration & reporting.
- Assists with monthly, quarterly and annual financial/corporate reporting.
- Assists the Finance department with the development and maintenance of the City's ERP software.
- Supports the administration and collection of property taxes and utility fees.
- Assists with the development of the City's long term financial plan.
- Analyzes financial management requirements and develops enhanced reporting.
- Assists with preparation of the year-end working papers and annual financial statements.
- Monitors and tracks activity of internal accounting reserves.
- Analyzes, reconciles, balances and maintains financial records in compliance with accepted policies and procedures.
- Coordinates and participates in special projects for and on behalf of the department.
- Prepares and approves complex journal entries.
- Ensures compliance with all City policies, bylaws, agreements, contracts and external regulations.
- Maintains records and document files.
- Provides coverage for Accounts Receivable and Accounts Payable functions as may be required.
- Routinely performs payroll duties and functions as the primary payroll backup to ensure operational readiness, continuity, and accuracy.
- Prepares monthly entries for estimated payroll liability account adjustments on a regular basis.
- Other 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.
- Excellent business / technical knowledge of accounting and business software and systems.
- Ability to review, analyze and interpret complex financial statements and data.
- Proficiency in performing complex financial calculations.
- Intermediate proficiency with Microsoft Word and Excel.

- General knowledge of office procedures and protocol.
- Working knowledge of WSBC regulations and safe work practices.

Key Competencies:

- Accountability and Reliability
 - Able to work independently with minimal supervision and direction.
- Adaptability and Flexibility
 - Able to adapt to changes in priorities and processes.
- Continuous Development
 - Recognizes value of ongoing learning and development.
- 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 independence and initiative in the execution of duties.
- Planning and Organizing
 - Strong planning and organization skills; excellent deadline and project management skills. Proven ability to handle multiple tasks simultaneously while working to a deadline.
- Professionalism
 - Think 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.
- Service Orientation
 - Demonstrates excellent, professional customer service skills.
- Teamwork
 - Strong teamwork skills; fosters a teamwork environment.

Education/Certification:

- Bachelor's degree in business administration, finance, commerce or related field from an accredited post-secondary institution OR a recognized professional accounting designation (CPA).

Experience:

- Minimum three (3) years of professional accounting experience in a relevant field within the last ten (10) years.
- Minimum one (1) year of experience in supporting payroll administration in the last five (5) years.

Preferred Criteria (for external postings)

- Municipal or public sector accounting experience.
- Experience with Tempest and Vadim / Unit4 or other similar software programs for municipalities.
- Recognized professional accounting designation (CPA).
- Payroll Compliance Practitioner (PCP) or Payroll Leadership Professional (PLP) certification.

Unusual Working Conditions

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