

# Position Description

**Position Title:** Senior Accountant

**Department:** Finance

**Last Updated:** July 2023

**Classification:** PT4

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## Summary

The Senior Accountant accounts for finances at a senior level by overseeing the Financial Reporting functions of the City's Financial Services department, including meeting all regulatory reporting requirements, coordinating the annual audit process, and conducting general quality assurance reviews of a variety of financial services processes.

## Key Duties & Accountabilities

- Responsible for fixed asset accounting and forecasting
- Creates, prepares, and distributes monthly reports on budget versus actual reporting and provides guidance and interpretation to internal clients
- Ensures accuracy and completeness of financial information by identifying errors and resolving discrepancies
- Prepares adjusting journal entries and performs financial reconciliations as required
- Analyzes and interprets various accounting, purchasing and maintenance management information and data and determines the impact on tangible capital asset valuation and related matters
- Reviews GST and PST returns
- Participates in the preparation of working papers and financial statements, including coordinating deliverables with external auditors respecting interim and final audits
- Assists 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 recommends processes and internal controls to preserve the integrity of the financial data
- Prepares regulatory reporting and ensures that such reporting meets all applicable deadlines (such as: Stats Canada, LGDE, SOFI reports)
- Prepares and presents financial reports to Council as required
- Reviews general ledger account reconciliations and payroll transactions for accuracy, reasonability and compliance with accounting standards
- Provides excellent internal and external customer service including handling of inquiries, complaints and providing information as required
- Ensures compliance with legislation, bylaws, agreements, contracts, policies and procedures
- Maintains the integrity of the Chart of Accounts when creating new accounts related to its ongoing maintenance
- Assists the development of a strong team through the use of coaching and mentoring
- Participates and assists 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

- Assists with a variety of property tax tasks including annual tax sale, processing property tax notices, tax deferments and refunds, reconciling tax accounts, as required
- Participates in the development and implementation of policies and procedures and monitors compliance with policies and procedures of a financial nature
- Assists with tasks related to the annual budget as required
- Maintains the tangible capital asset sub ledger by checking and updating information, ensuring departments adhere to capital asset policy, preparing annual tangible capital asset spreadsheets and reconciliation to the capital GL
- May be requested to work outside office hours, including in support of events and local emergencies
- Performs all duties in a confidential manner
- Performs other related duties as required

### Qualifications

- Post-secondary degree in Accounting/Finance and a minimum eight (8) years' related experience in a variety of complex accounting and auditing practices and preparation of complex financial statements (or an equivalent combination)
- Completion of a Professional British Columbia Accounting Designation (CPA)
- Membership in good standing (or eligible for membership) with CPABC
- Valid BC Driver's license
- Ability to obtain and maintain a clear police information check
- Experience and/or certification related to local government management is an asset
- Experience with Microsoft GP/Diamond or similar enterprise software is essential
- Proficiency in using a personal computer and a variety of software programs
- Ability to exercise sound decision-making and complex problem solving
- Ability to analyze and interpret various data sources related to financial documents and regulatory processes
- Demonstrated ability to provide guidance, recommendations and direction to a variety of audiences
- Ability to manage multiple tasks and projects, and thrive in a high-demand environment
- A commitment to continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself