



Job Title: Senior Accountant

Competition #: 2024-U02

Number of Positions: One (1)

Status: Permanent, Full-Time

Union Position: CUPE Local 374

Days/Hours of Work: Monday-Friday, 35 Hour Work Week

Wage: \$43.21-\$46.97, Pay Grade 12

1. FUNCTION

As team leader under the general direction of the Manager of Finance, the Senior Accountant is responsible for coordinating the day-to-day operation of the Town's revenue systems, and providing support to the various other functions of the Finance Department. Revenue systems consist of property taxes, utility billing, dog licencing, cash receipting and accounts receivable. The incumbent co-ordinates the activities of, and provides leadership to, departmental staff related to these revenue systems. This is a hands on position that often involves processing transactions for these systems. Key talents include the ability to research and interpret legislation, to work in an independent manner and to exercise good judgment in providing information to the public and other customers. The incumbent provides month-end and year-end reconciliation and reporting for revenue systems, and actively participates in financial statement and audit preparation. A solid understanding of technology in the context of accounting and finance, including basic database concepts, is required to succeed in this role.

2. DUTIES

- a) Takes a leadership role in the Collector function for the Town, which includes responsibility to administer and maintain the property tax system. Researches and interprets legislation related to property taxes. Maintains, reconciles and reports to external agencies on deferred taxes and homeowner grants. Reconciles the tax system and processes payments, penalties, interest charges; and coordinates the annual tax sale process. Provides information to the public on property tax related matters. Co-ordinates the work of Finance staff with regard to property taxation.
- b) Supports Finance staff with the administration and maintenance of the Town's other revenue systems (quarterly utility billing and annual dog licensing).
- c) Liaises with Engineering, Planning and other departments on revenue issues.
- d) Prepares accounts receivable invoices; maintains and reconciles accounts receivable subledger.
- e) Co-ordinates use of in-person point of sale and online electronic payment systems; identifies and resolves any problems with these systems.
- f) Co-ordinates front counter activities for cash receipts and inquiries from the public. Approves all daily cash batches prior to general ledger import, ensuring that receipts have been allocated in accordance with budget guidelines and posting procedures.
- g) Maintains the fixed asset subledger, including identification of appropriate accounting treatment for fixed asset related transactions, and preparation of year-end working papers related to fixed asset accounting.

- h) Reconciles subsystems to the general ledger accounts monthly and prepares adjusting entries as required.
- i) Provides a high level of assistance in the preparation of financial statements, audit working papers, and other financial information as required.
- j) Co-ordinates, assigns, reviews, participates in and provides guidance in the work of other Finance staff, with a primary focus on revenue functions, to ensure schedules, procedures and established performance standards are met.
- k) Serves as corporate resource for the Town in the use and front-end maintenance (e.g. training, security, configuration) of existing financial systems (Tempest, WorkTech, Great Plains); as well as active participation in the implementation of new modules or systems.
- l) Assists with tasks and projects assigned by the Manager or Director of Finance, including participation in interdepartmental teams as required.
- m) Other related duties as required, including providing backup for all other Finance functions.

3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- a) Sound knowledge of accounting principles, methods, procedures, internal controls and municipal accounting systems; ability to exercise good judgment in selecting and interpreting information.
- b) Ability to organize and prioritize work; and coordinate the work of others.
- c) Advanced computer skills, including the use of MS Office suite and other municipal and financial systems (Tempest, WorkTech and Diamond/Great Plains desirable).
- d) A keen interest in, and the ability to quickly adapt to, new technology in the context of municipal financial operations.
- e) Ability to successfully and effectively deal with the public and other staff in providing information and assistance.
- f) Ability to understand and carry out moderately complex accounting procedures and analysis; preparation of working papers; general knowledge of municipal financial reporting.
- g) Good written and verbal communication skills.
- h) Research, interpretive and problem solving abilities.

4. TRAINING AND EXPERIENCE

- a) Recognized accounting designation (equivalent to Graduate degree).
- b) Five years of related experience including a solid working knowledge of computerized accounting systems, preferably in a local government environment (municipal property tax, utility billing and licencing).
- c) Or an equivalent combination of training and experience.

SUBMIT TO: Human Resources at careers@sidney.ca

POSTING DATE: Monday, April 8, 2024

CLOSING DATE: This posting will remain open until filled.