

EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTANT

POSTING NO: 2021-02

POSTING DATE: January 18, 2021

POSTING EXPIRY DATE: February 15, 2021 at 4:00 p.m.

Strathcona Regional District is currently recruiting for a Senior Accountant. The Senior Accountant is focused on providing responsive and accurate financial services to the Regional District's customers, internal clients, and other stakeholders. As an important leader in an integrated team, the Senior Accountant plays a key role in the on-time delivery of various financial services, including general ledger analysis and reporting, cash management, financial planning, monthly and quarterly reporting, year-end financial statements, grant administration, and asset management planning and coordination. Reporting to the Chief Financial Officer, the Senior Accountant ensures compliance to generally accepted accounting practices and standards, and to the Regional District's policies and bylaws. This position requires the ability to communicate with the public, government staff and elected officials, and may be required to report to the Regional Board on financial matters.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Recognized Canadian accounting designation (CPA), or an assessable equivalent of education, training and experience.
- Minimum five years of senior general accounting experience, preferably in a local government finance environment.
- Minimum three years supervisory experience.

The position is full-time, 35 hours a week with an annual salary range from \$73,333 to \$84,049.

Qualified candidates are invited to submit a cover letter and resume quoting posting **#2021-02 Senior Accountant** to hr@srd.ca by 4:00 pm Monday, February 15, 2021.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



301 - 990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca

Senior Accountant

JOB SUMMARY

The Senior Accountant is focused on providing responsive and accurate financial services to the Regional District's customers, internal clients, and other stakeholders. As an important leader in an integrated team, the Senior Accountant plays a key role in the on-time delivery of various financial services, including general ledger analysis and reporting, cash management, financial planning, monthly and quarterly reporting, year-end financial statements, grant administration, and asset management planning and coordination. Reporting to the Chief Financial Officer, the Senior Accountant ensures compliance to generally accepted accounting practices and standards, and to the Regional District's policies and bylaws. This position requires the ability to communicate with the public, government staff and elected officials, and may be required to report to the Regional Board on financial matters.

MAJOR DUTIES AND RESPONSIBILITIES

- Maintains positive, courteous and cooperative attitude in all interactions with internal staff, the public and stakeholder representatives;
- Provides cross coverage and coordination with the other senior accountant to complete the job duties within the portfolio as described in the job summary;
- Assists with supervision and coordination of other finance personnel, provides assistance and instruction where required;
- Ensures integrity of financial transaction recording and reporting, following generally accepted accounting practices and standards;
- Develops, tests, reviews, and documents accounting processes, systems, and internal controls;
- Stays current with changes in accounting standards and relevant legislation, evaluates impact, and assists with implementation;
- Ensures compliance to all policies, bylaws, agreements, contracts, and legislation;
- Reconciles accounts, including bank accounts, debentures, reserves, and subledgers;
- Monitors grant funding contracts and prepares grant claims;
- Manages tangible capital asset tracking, reporting, and budgeting, in conjunction with asset management planning and development;
- Assists with preparation of financial plans/budgets;
- Assists with monthly, quarterly, and year-end reporting, audit working papers, and financial statements;
- Administers routine financial software system security and support;
- Monitors working capital requirements and manages cash flows and investments;
- Maintains records and document files;

- Provides coverage for other finance personnel as needed;
- Other duties as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Recognized Canadian accounting designation (CPA), or an assessable equivalent of education, training and experience;
- Minimum five years of senior general accounting experience, preferably in a local government finance environment;
- Minimum three years supervisory experience.

KNOWLEDGE, ABILITIES AND SKILLS

- General knowledge of office procedures and protocol;
- Thorough knowledge of accounting, budgeting, payroll and auditing principles, practices and procedures;
- Demonstrated advanced proficiency with Microsoft Office Excel and general proficiency with Microsoft office Word, Outlook, and PowerPoint;
- Competency with financial software systems;
- Ability to organize and prioritize tasks to meet monthly deadlines;
- Ability to work independently with minimal supervision and direction;
- Ability to communicate effectively and courteously, both orally and in writing, with the public and staff;
- Proven ability to perform with a high level of attention to detail and accuracy;
- Ability to critically analyze data, interpret information and provide financial or tactical recommendations;
- Proven ability to perform audits of internal controls;
- Strong coaching and leadership skills.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date