

ACCOUNTANT III

- *Are you a professional accountant looking to work in a challenging and rewarding workplace?*
- *Do you want to work and live in a beautiful coastal environment?*
- *Don't miss this exciting opportunity!*

Vancouver Island is one of Canada's most enviable locations and Campbell River is ideally situated to take advantage of the best the island has to offer. With a moderate climate, spectacular scenery and year-round recreational offerings at its doorstep, Campbell River is a community that will continue to attract people from all locations.

The City of Campbell River has an immediate opening for a permanent, full-time **Accountant III**. We are seeking a professional, organized and results oriented individual to perform a variety of accounting, budgeting and reporting functions within the Finance Department. The City's Finance Department is continually striving to improve its processes and is working to best practice budgeting and financial reporting to provide value added information to the community, Council, and City management and staff. If you are looking for a dynamic working environment where you will be provided opportunities to continue to grow and learn new skills then this is the right opportunity for you.

A recognized accounting designation (CPA) and a minimum five (5) years general accounting experience, including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years, are required.

The rate of pay for this CUPE bargaining unit position is \$38.57 per hour based on a 35-hour work week. The City offers a comprehensive benefit package.

For a detailed job description that lists all the necessary qualifications for this position, please see the attached document.

Qualified and interested individuals are requested to send their resume AND covering letter, quoting **Competition EXT-17-54**, to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7
Fax: (250) 286-5760
Email: careers@campbellriver.ca

This posting closes at 4:30 pm on Monday, September 11, 2017.

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.



Job Description

ACCOUNTANT III

Approval Date: August 2017

Department: Finance

IAFF

CUPE

Management

Title of Excluded Supervisor: Finance Reporting Supervisor

General Accountability

Purpose and Scope

Reporting to the Finance Reporting Supervisor, the Accountant III performs a variety of accounting, budgeting and reporting functions, and is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Nature and Scope of Work

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

- Assists with the development of the 10-year Financial Plan (operating and capital), including complex calculations, financial forecasting and spreadsheet modelling;
- Understands and applies Council resolutions and policies as they relate to budgeting and financial planning;
- Assists managers when needed on operating and capital budgets;
- Assists and develops monthly, quarterly and annual financial reporting and filings for management, Council, and Ministry requirements;
- Uses accounting software and Microsoft Excel to create timely custom financial reports from large data sources;
- Analyzes, reconciles, balances and maintains financial records in compliance with accepted policies and procedures;
- Prepares and approves complex journal entries;
- Maintains and reconciles Excel continuity schedules on account balances as tied to the General Ledger (contingencies, reserves, surplus, etc.);
- Ensures compliance with City bylaws and policies on use of City funds, including Reserve Funds, Surplus Funds and DCC Funds;
- Works with other departments to manage grant claims, expenses and reporting;
- Manages tangible capital assets (TCA) including regular review of expenses to budget, review of purchases within guidelines of TCA policy, and year end capitalization into City asset listing;
- Supports and assists in enhancement of corporate asset management activities;
- Continually examines work processes and business systems to identify problem areas or opportunities for improvement;
- Undertakes research for special purpose projects as required;
- Reviews, develops, tests and maintains accounting systems;
- Assists with general supervision and coordination of finance staff;
- Assists staff when necessary with the following processes: payroll, budget, accounts payable / receivable, taxes and year end;
- 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 accounting, budgeting, financial reporting, payroll and auditing practices and procedures.
- Thorough knowledge of generally accepted accounting principles and intermediate accounting.
- Good business / technical knowledge of accounting and business software and systems.
- Ability to perform financial calculations with speed and efficiency.
- Ability to review and interpret financial statements that have a high degree of complexity.
- Intermediate proficiency with Microsoft Word and Excel.
- General knowledge of office procedures and protocol.
- Basic knowledge of Health and Safety and emergency management principles.

Key Competencies:

Key Competency	Job Specific Requirements
Accountability and Reliability	Shows ability to work independently with minimal supervision and direction.
Communication	Demonstrates excellent written and interpersonal communication skills.
Continuous Development	Actively seeks out and promotes opportunities for ongoing learning and development for self and others.
Decision Making and Problem Solving	Applies strong analytical and problem solving skills.
Initiative	Demonstrates self-starter behaviour, with a high motivation to make proactive changes.
Leadership	Influences, encourages, inspires and supports others to deliver. Maintains a positive manner in changing or uncertain conditions.
Planning and Organizing	Applies strong planning and organization skills, with excellent deadline and project management skills.
Professionalism	Demonstrates a professional approach in word, action, appearance and mode of behavior.
Results and Quality Focus / Attention to Detail	Demonstrates a proven ability to perform with a high level of attention to detail and accuracy, along with strong research and analytical skills with proven abilities in gathering, consolidating and presenting information.
Service Orientation	Demonstrates excellent, professional customer service skills.
Teamwork	Demonstrates strong teamwork skills.

Education:

- Recognized Accounting designation (CPA).

Training:

- Intermediate Microsoft Word and Excel.

Experience:

- Minimum five (5) years of general accounting experience including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years.

Preferred Criteria

- Experience with Tempest software and Vadim software.
- Demonstrated supervisor experience.

Unusual Working Conditions

- Additional deadline pressure and heavy volume of work at various times.

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____
Signature of General Manager _____	Date: _____