

ACCOUNTANT I

The City of Campbell River is seeking an **Accountant I** to join their Financial Services team.

Naturally, Campbell River – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role – Reporting to and taking direction from the Controller, the Accountant I performs a variety of accounting functions within the Finance Department, including accounts payable, accounts receivable, risk management, and procurement administration.

Our ideal candidate will have:

- Two (2) year Diploma in Business with an Accounting Major from a recognized post-secondary institution.
- Minimum three (3) years of general accounting experience in a relevant field within the last ten (10) years.
- Municipal or public sector accounting experience is preferred.
- Experience with Tempest and Vadim software programs for municipalities is preferred.
- Experience in payroll administration is preferred.
- Canadian Payroll Association - Payroll Compliance Practitioner (PCP) certification is considered an asset.

The rate of pay for this permanent, full-time, CUPE bargaining unit position is **\$34.56 per hour**, based on a 35-hour work week, and includes a comprehensive benefits package. Workplace flexibility is important to the City of Campbell River – this position is eligible to participate in Flexible Workplace Options.

For more information on this opportunity, please see the attached job description that lists all the duties and necessary qualifications for this position.

This posting closes on Sunday, June 16th, 2024.

Please send your resume with covering letter, quoting **Competition EXT-24-054** to:



Email: careers@campbellriver.ca

Human Resources Department

City of Campbell River

301 St. Ann's Road

Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.

ACCOUNTANT I

Approval Date: October 2023

Department: Finance

IAFF

CUPE

Management

Title of Immediate Supervisor: Controller

General Accountability

Purpose and Scope

Reporting to and taking direction from the Controller, the Accountant I performs a variety of accounting functions within the Finance Department, including accounts payable, accounts receivable, risk management, and procurement administration.

Nature and Scope of Work

Provides a wide variety of accounting and payroll functions including, but not limited to:

- Prepares monthly and ad-hoc accounts receivable billings.
- Reviews Accounts Receivable invoices and statements prepared by Accounting Clerks.
- Monitors collection of accounts receivable balances and coordinates with external collection agent.
- Prepares monthly account reconciliations of cash, accounts receivable, inventory, and accounts payable.
- Prepares monthly bank reconciliations.
- Reviews accounts payable batches for accuracy and completeness.
- Prepares and reviews necessary government filings for GST and PST; and other statutory filings as required.
- Prepares complex journal entries.
- Assists with preparation of the year-end working papers and annual financial statements.
- Assists with risk management, asset management and procurement administrative activities.
- Assists with monthly, quarterly and annual financial/corporate reporting as required.
- Reviews, develops, tests, and maintains accounting systems.
- Responds to third party inquiries as required.
- Responds to telephone and counter inquiries from internal and external clients.
- Ensures compliance to all City policies, bylaws, agreements, contracts and external regulations.
- Maintains records and document files.
- Provides backup for processing bi-weekly payroll as required.
- Other duties as required.

Necessary Qualifications

Technical Knowledge and Skills:

- General knowledge of accounting, budgeting, financial reporting, payroll, and auditing practices and procedures.
- General knowledge of generally accepted accounting principles.
- Good business / technical knowledge of accounting and business software and systems.
- 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 & Reliability**
 - Holds self-accountable for measurable high-quality, timely, and cost-effective results, working within established systems, procedures, and rules.
- **Adaptability and Flexibility**
 - Able to adapt to changes in priorities and processes.
- **Continuous Development**
 - Recognizes the value of ongoing learning and development.
- **Decision Making & Problem Solving**
 - Able to exercise sound judgment and provide well-informed, effective, and timely decisions, and recommend evaluated solutions to problems that arise.
- **Initiative**
 - Able to work under general direction only, exercising considerable independence and initiative in the execution of duties in an ever-changing environment.
- **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**
 - Effective and courteous interaction with employees, other agencies and internal departments. Ability to deal with confidential and sensitive information with a high degree of tact and diplomacy.
- **Results and Quality Focus**
 - Proven ability to perform with a high level of attention to detail and accuracy; strong research and analytical skills in gathering, consolidating and presenting information.
- **Service Orientation/Teamwork**
 - Provides exceptional customer service to employees and all departments. Strong teamwork skills, contributes to a positive, team-based environment.
- **Teamwork**
 - Demonstrates strong teamwork skills; fosters a teamwork environment.

Education/Certification:

- Two (2) year Diploma in Business with an Accounting Major from a recognized post-secondary institution.

Experience:

- Minimum three (3) years of general accounting experience in a relevant field within the last ten (10) years.

Preferred Criteria (for external postings)

- Municipal or public sector accounting experience.
- Experience with Tempest and Vadim software programs for municipalities.
- Experience in payroll administration.
- Payroll Compliance Practitioner (PCP) certification – Canadian Payroll Association

Unusual Working Conditions

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