

<b>Job Title:</b> Financial Accountant		<b>Pay Grade:</b> 9
<b>Department:</b> Financial Services		<b>Reports To:</b> Manager Financial Operations
<b>JJE Maintenance Review Date:</b> 2029	<b>Content Last Updated:</b> August 2024	<b>Position(s) supervised:</b> N/A

### **JOB SUMMARY**

The Financial Accountant performs complex accounting duties including supporting and reviewing the workflow of the Financial Accounting Technicians, preparing reconciliations and reports for various general ledger accounts, performing bank reconciliations, and preparing year-end financial statements and analyses for organizations administered by the Comox Valley Regional District (CVRD) including the Comox-Strathcona Regional Hospital District (CSRHD) and North Island 9-1-1 Corporation (NI911).

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Prepares and/or reviews monthly reconciliations and summary reports related to responsibilities and general ledger accounts in accordance with monthly deadlines, conducts appropriate follow up to address reconciliation differences and prepares journal entries as required.
2. Prepares all monthly bank reconciliations for CVRD, CSRHD and NI911 bank accounts. Ensures reconciliation differences and stale dated cheques are resolved in a timely manner.
3. Compiles supporting documentation and reconciliations for production of digital year-end binders and CaseWare for annual audit purposes.
4. Prepares year-end financial statements, related analysis, and provincial reporting forms for all organizations administered by the CVRD.
5. Assists Manager of Financial Operations and Chief Financial Officer with investment management, maintains documentation records transactions, prepares monthly reconciliation, and drafts board reports.
6. Reviews accounts payable and purchasing card batches to ensure adherence to internal controls and appropriate general ledger account coding and releases batches to the general ledger.
7. Manages and coordinates opening and closing accounting periods within the financial accounting software on a monthly and annual basis including liaising with finance team to ensure all sub applications are closed in a timely manner.

8. Maintains ownership of the vendor and customer master files including receiving and reviewing requests from Financial Accounting Technicians to add or update information and performing updates to the master files as necessary.
9. Recommends and assists with implementation of process improvements to create efficiencies and strengthen internal controls as directed. Supports both finance and other departments in the implementation of accounting software enhancements and ensures appropriate integration into the financial software and processes relating to revenue reporting, accounts receivable, and cash management are documented and adhered to. This includes documentation of procedures and process workflows and preparation of communications related to change management and training.
10. Assists with the implementation of new accounting standards and development of procedures to manage transactions moving forward.
11. Conducts research and analysis on various accounting and tax issues utilizing relevant accounting guidance and best practices and documents analyses using professional judgement.
12. Manages database of tangible capital assets including completing a quarterly review of capital expense accounts, assessing expenses against the tangible capital assets reporting policy and adding assets to the database, preparing journal entries to correct coding as required, completing year end journal entries to adjust the capital fund, and preparing year end schedules to the financial statements.
13. Creates and maintains database of asset retirement obligations including assessing tangible capital asset additions for Asset Retirement Obligation implications, preparing journal entries to record additions, and completing year end journal entries to adjust the asset retirement cost and asset retirement obligations.
14. Creates and maintains cash flow forecast including gathering input from financial planning and capital project managers, and communicating requirements to Manager of Financial Operations.
15. Conduct monthly transit reconciliations, and reports filed with the applicable transit authority.
16. Reconciles accounts related to collection and remittance of provincial sales tax and prepares scheduled remittances; reviews GST remittance calculations and liaises with the Canadian Revenue Agency during audits or examinations, if applicable.
17. Coordinates all required inventory management tasks including ensuring the receipt of relevant work orders from water services staff, entries into the inventory module, and performance of quarterly reconciliations
18. Reconciles and prepares journal entries for the VRD, CSRHD and NI911 inter-fund accounts, grants in lieu and recoveries.
19. Reviews monthly revenue summaries and accounts receivable reports received other systems/applications, prepares related reconciliations and processes journal entries, follows up on outstanding accounts with recreation staff.

20. Administers petty cash for 770 Harmston Avenue, and prepares reconciliation and cheque requisition for replenishment as required.
21. Performs internal audits of revenue or expenditure processes as scheduled and in response to ad hoc requests.
22. Ensures financial records are maintained in accordance with the records classification and retention policy and procedures.
23. Provides information and support to budget managers as needed and assists departments through the provision of training and support (demonstrating and troubleshooting) with regards to the financial software.
24. Provides guidance and assistance to financial accounting technicians on more complex vendor inquiries and technical issue resolution. Reviews work completed by Financial Accounting Technicians and occasionally when required during absences, provides them back up support.
25. Undertakes other assigned duties as required.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Grade 12 or equivalent.
- Completion of a four year degree relating to accounting and/or finance from a recognized university, college or technical institute.
- Over three years, up to and including four years, of directly related accounting experience, preferably in a local government finance environment.
- Equivalent combination of education, training, and experience will be considered.

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS** *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Chartered Professional Accountant Designation

### **PREFERRED QUALIFICATIONS**

- Additional local government and public administration experience or training.
- Experience with preparing financial statements in CaseWare.

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Considerable knowledge of generally accepted accounting principles, public sector accounting standards, and practices including the preparation of financial statements and internal audit and control methods.
- Considerable knowledge of local government accounting and the requirements of the *Local Government Act* and the *Community Charter*.
- Considerable knowledge of personal and network computer systems and relevant accounting software and ability to troubleshoot computer problems.
- Familiarity and knowledge of Questica, City Works and iCity programs
- Knowledge of safety procedures and safe workplace practices related to the work.
- Ability to use spreadsheet, database, word processing, reporting and presentation software, and computerized accounting system at an advanced level up to and including queries as part of analysis of information.
- Ability to complete detailed work accurately.
- Ability to conduct accounting and tax research and document findings using professional judgement.
- Ability to anticipate and balance multiple demands and priorities and meet deadlines.
- Ability to lead by example and make decisions diplomatically.
- Ability to provide training and support to others within and outside the department including coaching, explaining procedures, troubleshooting software issues etc.
- Strong interpersonal and communication skills with an ability to communicate effectively both orally and in writing.
- Strong organizational, analytical, problem solving and time management skills.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on data management and reporting in Excel. Strong utilization skills with Explorer and SharePoint applications.

**EMPLOYEE SIGNATURE**

I have read and understand this job description

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Print Name

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Signature

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Date