



### **General**

Reporting directly to the CAO/CFO, the Municipal Accountant will be responsible for accounting duties that require a high degree of professional judgement.

### **Primary Responsibilities and Authority**

#### **General Duties**

- Generate routine and non-routine journal entries and complete complex reconciliations in accordance with Generally Accepted Accounting Principles.
- Recommend and implement improvements to accounting policies, procedures and financial controls in the spirit of continuous improvement.
- Provides assistance to all Finance Department staff to ensure smooth operations in the department and finance functions within other departments.
- Provide high quality financial information and analyses to support decision making.
- Work closely with management to ensure financial plans and strategies align with the organization's goals.
- Provides support to all departments and the public through excellent internal and external customer service.
- Act as a coach and mentor to colleagues in Finance and across the Town, working with teams to train and develop financial procedures.
- The Municipal Accountant will also be involved in a wide variety of the Town's accounting functions.
- Recognizes and acts upon the requirements and conditions of employment of a Management Position according to the Town of Mayerthorpe practises.

#### **Financial and Budgetary**

- Assist with the Finance Department's annual operating and capital budgets.
- Ensure that all procurement is completed in accordance with the approved budget, Town policies, and other regulatory requirements.
- Assist in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants).
- Prepare and present monthly department budget reports.
- Complete annual TCA and other audit related schedules.
- Act as payroll compliance and back-up.
- Provides training and access to courses for all administrative clerical staff.
- Completes financial and statistical reports, surveys and grant reports.





- Recognizes and acts upon the requirements and conditions of employment of a Management Position according to the Town of Mayerthorpe practises.
- Assists with the preparation of the preliminary and final annual operating and capital budget.
- Works with all Departments to coordinate, review and compile budget information.
- Prepares year-end financial statements and Annual Information and Statistical Returns for the Auditors and Alberta Municipal Affairs.
- Responsible for year-end procedures and close off routines in all financial systems.
- Reviews and verifies transactions in all Financial Accounting Systems, Prepares Bank Reconciliation.
- Completes all journal entries required for the General Ledger and Payroll Systems and verifies any correction entries for all other financial systems.
- Implements and monitors purchasing policy and practises for all departments.
- Verifies budget balances and authorizes purchase orders for other departments when required.
- Provides ongoing assistance to other departments regarding financial, budgetary and year-end
- Provides public assistance in a pleasant and efficient manner.
- Maintains confidentiality regarding all aspects of the office, public and personnel.
- Conducts research, works on special projects, or any other duties as assigned by the CAO.
- Responsible for all GST reporting.

#### **Public Relations**

- Establish and maintain positive constructive relations with internal and external clients.
- Respond to concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

#### **Qualifications**

#### **Core Competencies**

- Strong customer service focus, commitment to confidentiality and excellent communication skills.
- Proficiency with computers including an advanced knowledge of Microsoft Excel is mandatory.
- Strong understanding of financial accounting concepts, financial systems, data, and internal controls to ensure the accuracy, existence, and completeness of financial data.
- Self-motivated with the ability to work autonomously and take initiative on finding solutions for complex problems. This will include a willingness to take on leadership opportunities and lead projects independently.
- Knowledge of the PSAB and Municipal Government Act considered an asset.





### **Job Requirements**

- A minimum of 2–3 year Accounting Technician Diploma, a graduate from a recognized post-secondary institution with a Bachelor of Commerce or Bachelor of Business Administration with a major in Accounting or Finance would be considered an asset.
- A graduate from a recognized post-secondary institution with a Bachelor of Commerce or Bachelor of Business Administration with a major in Accounting or Finance is an asset.
- A minimum of 2-4 years relevant accounting experience is mandatory.
- A designated Chartered Professional Accountant (CPA) or candidate and other relevant post-graduate credentials or working towards will be considered an asset.
- Satisfactory Criminal Record Check
- Successful applicant must provide proof of qualifications.
- Applicants with international education will be required to include an Academic Credential Assessment with application.

Alternative combinations of education and experience which demonstrably provide the required knowledge, and skills may be eligible in certain circumstances.