
With a west coast climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

Accountant I

The City of Campbell River is seeking an organized and detail-oriented individual to fill a full-time **Accountant I** position within the Finance Department.

Reporting to the Finance Operations Supervisor, you will be responsible for performing a variety of accounting functions including payroll, accounts payable, accounts receivable, and risk management and procurement administration.

For this position candidates ***MUST*** have:

- Two (2) year Diploma in Business with an Accounting Major
- At least five (5) years of recent general accounting experience

The current hourly rate of pay for this CUPE bargaining unit position is \$31.15, working a 35 hour work week. We offer a comprehensive benefits plan.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

If you have the skills we are looking for, you wish to work in a friendly, goal oriented department, and you want to live, work and play in a great community, apply now!

Please include verification of your education and certifications with your application.

This posting closes at 4:30 pm on Friday, August 17, 2018

Please send your resume with covering letter, quoting **Competition EXT-18-49** 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

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



Job Description

ACCOUNTANT I

Approval Date: June 2018

Department: Finance

IAFF

CUPE

Management

Title of Immediate Supervisor: Finance Operations Supervisor

General Accountability:

Purpose and Scope

Reporting to and taking direction from the Finance Operations Supervisor, the Accountant I performs a variety of accounting functions within the Finance Department, including payroll, accounts payable, accounts receivable, risk management, and procurement administration. The Accountant I will cross-train with and provide cross-coverage for other Accountant I positions within the department.

Nature and Scope of Work

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

- Assists with preparation of the year-end working papers and annual Financial Statements;
- Prepares monthly account reconciliations of cash, accounts receivable, inventory, prepaids, accounts payable, and payroll liabilities;
- Reviews accounts payable batches for accuracy and completeness;
- Prepares monthly and ad-hoc accounts receivable billings;
- Monitors collection of accounts receivable balances and coordinates with external collection agent;
- Reviews, develops, tests, and maintains accounting and payroll systems;
- Processes bi-weekly payroll runs and necessary adjustments;
- Prepares monthly entries for estimated payroll liability account adjustments;
- Analyzes and reconciles various accounts;
- Prepares complex journal entries;
- Prepares monthly bank reconciliations;
- Prepares necessary government filings for payroll, GST, and PST;
- 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;
- Coverage for alternate Accountant I functions as required; and
- Other duties as required.

Necessary Qualifications

Technical Knowledge and Skills:

- Thorough knowledge of accounting, payroll, and financial reporting principles, practices, and procedures.
- Good business / technical knowledge of accounting and business software and systems.
- General knowledge of budgeting and auditing principles.
- General knowledge of office procedures and protocol.
- Intermediate proficiency with Microsoft Word and Excel.
- Proven ability to perform financial calculations with speed and accuracy.

Key Competencies:

Key Competency	Job Specific Requirements
Accountability and Reliability	Able to work independently with minimal supervision and direction.
Adaptability and Flexibility	Able to adapt to changes in priorities and processes.
Continuous Development	Recognizes value of ongoing learning and development.
Decision Making and Problem Solving	Strong analytical and problem solving skills.
Initiative	Self-starter and highly motivated to make proactive changes. Ability to work under general direction only, exercising considerable independence and initiative in the execution of duties.
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	Thinks carefully about the likely effects on others of one's words, actions, appearance and mode of behavior. Effective and courteous interaction with the public, other agencies and internal departments. Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Results and Quality Focus / Attention to Detail	Proven ability to perform with a high level of attention to detail and accuracy; strong research and analytical skills with proven abilities in gathering, consolidating and presenting information.
Service Orientation	Strong customer service orientation.
Teamwork	Strong teamwork skills; fosters a teamwork environment.

Education/Training:

- Two (2) year Diploma in Business with an Accounting Major from a recognized post-secondary institution
- Must possess and maintain a valid Class 5 driver's license and produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Minimum five (5) years of general accounting experience in the relevant field within the last ten (10) years.

Preferred Criteria

- Experience working in local government finance.
- Experience with Tempest software and Vadim software.
- Experience in payroll administration.
- Certified Payroll certification from the Canadian Payroll Association or equivalent.

Unusual Working Conditions

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

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____