

SENIOR ACCOUNTANT

The City of Campbell River is seeking a **Senior Accountant** 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 the Controller, the Senior Accountant performs a variety of advanced accounting, budgeting, and reporting functions. This position is responsible for applying accounting principles and procedures to analyze complex financial information, prepares accurate and timely financial reports and statements, ensures appropriate accounting control procedures, and supervises the administration and delivery of several accounting functions. The Senior Accountant is responsible for supervising and directing the work of Accounting Clerk staff.

The incumbent exercises considerable independent judgement in planning and performing the work requiring the ability to meet tight deadlines and set priorities, conduct complex financial analysis, and provide professional advice and guidance to the public, staff, management, and Council.

Our ideal candidate will have:

- Recognized professional accounting designation (CPA).
- Supervisory skills or leadership training.
- Minimum five (5) years of progressive and diversified accounting experience including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years.
- Minimum two (2) years of supervisory experience in an accounting environment within the last five (5) years.
- Municipal or public sector accounting experience preferred.
- Experience with Tempest and Vadim software programs for municipalities preferred.

The rate of pay for this permanent, full-time, CUPE bargaining unit position is **\$47.43 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 will remain open until filled.

Please send your resume with covering letter, quoting **Competition EXT-24-011-3** 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.

SENIOR ACCOUNTANT

Approval Date: January 2024

Department: Finance

IAFF

CUPE

Management

Title of Excluded Supervisor: Controller

General Accountability:

Purpose and Scope

Reporting to the Controller, the Senior Accountant performs a variety of advanced accounting, budgeting and reporting functions. This position is responsible for applying accounting principles and procedures to analyze complex financial information, prepares accurate and timely financial reports and statements, ensures appropriate accounting control procedures, and supervises the administration and delivery of several accounting functions. The Senior Accountant is responsible for supervising and directing the work of Accounting Clerk staff.

The incumbent exercises considerable independent judgement in planning and performing the work requiring the ability to meet tight deadlines and set priorities, conduct complex financial analysis and provide professional advice and guidance to the public, staff, management and Council.

Nature and Scope of Work:

- Supervises, provides leadership and directs the work of the Accounting Clerks in the areas of accounts payable, accounts receivable, and finance department public inquiries; establishes work priorities; schedules, and orients, trains, and coaches staff.
- Assists management team with recruitment, performance evaluations and development of performance improvement plans for assigned staff.
- Assists staff when necessary with the following processes: payroll, budget, accounts payable / receivable, property taxes, and year end.
- Prepares monthly, quarterly and annual financial reporting and filings for management, Council, and statutory requirements.
- Prepares ad-hoc reports including, but not limited to; collecting, compiling, analyzing financial and operational data.
- Assists with the fiscal year end process for the City including preparing timelines, overseeing and directing staff, completing lead sheets and financial statement preparation.
- Review of the City's tangible capital assets listing (TCA) to ensure compliance with Public Sector Accounting Standards (PSAS 3150) and the City's TCA Policy.
- Assists with the review of the City's 10-year financial plan including operating and capital projects.
- Assists in the review and ensuring compliance with City bylaws and policies on use of City funds, including Debt, Reserve Funds, Surplus Funds and DCC Funds.
- Supports and assists with corporate asset management activities.
- Prepares and approves complex journal entries.
- Analyzes, reconciles, balances and maintains financial records in compliance with accepted policies and procedures.
- Continually examines work processes and business systems to identify problem areas or opportunities for improvement, innovation and efficiency.
- Undertakes research for special purpose projects as required.

- Assist with the proactive evaluation and implementation of accounting recommendations and financial reporting, including keeping up to date with PSAS guidelines.
- Assists in researching, testing, troubleshooting, and documenting set-up changes and upgrades of various financial software packages.
- Reviews and approves the City's payroll.
- 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 professional accounting, budgeting, financial reporting, payroll and auditing practices and procedures.
- Thorough knowledge of generally accepted accounting principles and public sector accounting standards.
- Ability to review, analyze, and interpret complex financial statements and data.
- Ability to interpret and understand City by-laws, policies and procedures.
- Knowledge of applicable federal, provincial and local regulations, standards and guidelines – including Community Charter, Local Government Act, Superannuation Act, and Income Tax Act.
- Knowledge of applicable legislation and regulations such as GST, PST, CPP and EI.
- Good business / technical knowledge of accounting and business software and systems.
- Proficiency in performing complex financial calculations.
- Intermediate proficiency with Microsoft Word and Excel.
- Thorough knowledge of office procedures and protocol.
- Basic knowledge of Health and Safety and emergency management principles.

Key Competencies:

- Accountability and Reliability
 - Able to work independently with minimal supervision and direction.
- Communication
 - Demonstrates excellent written and interpersonal communication skills. Able to exercise considerable courtesy, tact, diplomacy, and persuasion in dealing with the public and members of staff.
- Decision Making and Problem Solving
 - Applies 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.
- Leadership
 - Influences, encourages, inspires and supports others to deliver. Maintains a positive manner in changing or uncertain conditions. Strong leadership skills in supervision, planning and organizing.
- Planning and Organizing
 - Strong planning and organization skills, with 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.
- Teamwork
 - Demonstrates strong teambuilding skills; fosters a teamwork environment.

Education/Training:

- Recognized Professional Accounting designation (CPA).
- Supervisory Skills or Leadership training.

Experience:

- Minimum five (5) years of progressive and diversified accounting experience including exposure to financial reporting, budgeting, payroll, and accounts payable and receivable processes within the last ten (10) years.
- Minimum two (2) years of supervisory experience in an accounting environment within the last five (5) years.

Preferred Criteria

- Municipal or public sector accounting experience.
- Experience with Tempest and Vadim software programs for municipalities.

Unusual Working Conditions

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