

Department:

Finance

Division:

Finance

Purpose of the Position:

The General Accountant is responsible for assisting the Manager, Financial Planning with a variety of assignments including accounting and analysis of capital assets, development charges, reserves and reserve funds, debt, and investments income.

Responsible to:

Manager, Financial Planning

Supervises:None

1.0 RESPONSIBILITIES:

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements)

- 1.1 Responsible for Municipal capital asset accounting, including and not limited to capitalization, amortization, funding, financing, disposals, works-in-process and betterments in accordance with the Public Sector Accounting Standards and ensure files are complete for year-end processing.
- 1.2 Assist with the annual capital budgets and review of capital budget submissions; inclusive of amortization expense projections; ensure alignment with Municipal plans, policies and procedures.
- 1.3 Provide support for Municipal Asset Management Planning. Work with operations to ensure compliance with Provincial Legislation and Tangible Capital Asset policy.
- 1.4 Coordinate Municipal requests for grant funding. Provide financial review of grant applications, agreements and reporting. Manage the annual formula-based grants administration. Ensure accuracy of accounting and budgeting for grants, including accruals and obligatory reserve fund accounting.
- 1.5 Complete accounting functions for the collection and utilization of Municipal Development Charges; associated reporting in accordance with Provincial legislation; obligatory reserve fund accounting for Development Charges and associated financing; account for developer agreements; as well as Municipal administration of County Development Charges.
- 1.6 Complete accounting functions for Municipal Reserves and Reserve Funds. Ensure accuracy of accounting and budgeting for funding and utilization;

Job Description General Accountant

associated reporting in accordance with Provincial legislation. Recommend use framework, multi-year commitments, and ensure restrictions are adhered to.

- 1.7 Prepare and maintain development charges and investment schedules.
- 1.8 Provide support with debt applications and debt forecasting.
- 1.9 Perform account reconciliations and analysis of general ledger accounts as they relate to capital, debentures, grants, development charges and investment income.
- 1.10 Prepare journal entries for month-end and year-end and perform other general accounting duties.
- 1.11 Provide assistance with the annual financial audit.
- 1.12 Prepare related Provincial Financial Information Return (FIR) Schedules.
- 1.13 Provide assistance in preparation of reports and/or presentations for Budget Committee, Committee of the Whole (COW) and Council.
- 1.14 Provide support for development and monitoring of financial plans.
- 1.15 Provide other assistance to Finance team as required.
- 1.16 Support continuous improvement, including recommending updates to policy and procedures to incorporate lean processes with adequate controls.
- 1.17 Adhere to high standards of ethical behaviour and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- 1.18 Perform other duties as assigned by the Manager, Financial Planning or designate.

2.0 KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES:

Knowledge

- 2.1 Degree or Diploma in Accounting, Finance or related field.
- 2.2 Two (2) to three (3) years of experience in financial reporting and analysis, fixed asset accounting
- 2.3 Knowledge in the Public Sector Accounting Standards and Generally Accepted Accounting Principles.

Skills and Abilities

- 2.4 Intermediate computer skills including Accounting/Financial software, reporting software, Microsoft Excel, Word, Powerpoint.
- 2.5 Great Plains financial software, FMW Budgeting Software and Citywide Asset Management software would be an asset.
- 2.6 Analytical and problem solving skills.
- 2.7 Detail oriented with technical skills in financial analysis and research.
- 2.8 Verbal communication skills including courtesy, tact, discretion, explanation, judgment, persuasion and presentation skills.

Job Description General Accountant

- 2.9 Written communication skills including grammar/spelling skills for proofreading, editing, and writing of reports/correspondence.
- 2.10 Interpersonal and customer service skills.
- 2.11 Organizational and time management skills.

3.0 OTHER:

- 3.1 Valid and Satisfactory Criminal Record and Judicial Matter Check.

4.0 WORKING CONDITIONS:

- 4.1 Office environment with interruptions.
- 4.2 Constant visual effort required for concentration and attention to detail.

Employment Terms:

Position:

Full-time, Permanent

Hours:

Thirty-five (35) hours per week

Compensation:

\$56,160.96 - \$66,122.55 per annum

Benefits:

Group Health, Dental and Life Insurance benefit coverage after three months of employment. OMERS Pension Plan enrolment as of date of hire.

Application process:

Please submit your cover letter and resume on or before **Sunday April 2, 2023** via:
Online at www.porthope.ca / Your Municipal Government / Careers / Click on "View Job Opportunities + Apply Online"

Interviews:

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date.

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.
