

City of Thorold

ACCOUNTANT (Non-union)

DepartmentFinance	Reports toManager of Revenues & Accounting
Pay Grid Level 5	Hours of Work35
Position family Supervisor	LocationCity Hall

Job Summary

Responsible to provide support to the operation of the Financial Management Information System and to the management of revenue; taxes, water and accounts receivable.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> A minimum of a three (3) year Community College diploma or University degree in Accounting.
Experience	<ul style="list-style-type: none"> A minimum two (2) years' experience in accounting, preferably municipal. Demonstrated knowledge in the operation of financial computer systems and general computer systems with superior skills in Microsoft Office suite.
Qualifications, Certifications, Designations	<ul style="list-style-type: none"> Must be presently enrolled in an accredited Accounting designation program (CA, CMA, CGA) and at mid-level of program.
Number of Direct Reports	<ul style="list-style-type: none"> 2
Titles of Direct/Indirect Reports	<ul style="list-style-type: none"> Cashier Accounts Payable Assumes supervisory role for Finance department in absence of Manager of Revenues & Accounting

Duties & Responsibilities

Department Administration

- Review, audit and approve reports for all cashiering functions;
- Review, audit and approve reports for all Accounts Payable functions
- Audit and review all Accounts Payable invoices and requisitions to ensure appropriate budget approval, authorization and correct coding;
- Audit and approve Accounts Payable invoices for payment for departmental supplies;
- Analyze and reconcile expenditure and revenue accounts, including tracking statements, trust and investment reports;
- Reconcile general ledger and subsidiary accounts; prepare journal entries as required; prepare monthly bank sheet reconciliations
- Supervision and approval of all bank statement reconciliations;
- Assist in the preparation and control of the annual budget;
- Assist with internal audit to confirm compliance with audit controls;
- Assist with the preparation of various audit schedules for external auditors and act as a liaison as required;
- Provide training in the use of the City's computerized financial system and assist personnel, board and committees with budget questions, proper expenditure coding, document processing and accounting related activities as required;
- Monitor and maintain office supplies for the Finance department;
- Preparation of the annual Financial Information Return for the Ministry of Municipal Affairs and Housing;
- Preparation of the annual Information Return on the Receipt and Investment of Care Maintenance Funds for the Ministry of Consumer Services;
- Review, reconciliation, preparation and submission of HST remittances and ensure corporate compliance with all applicable HST legislation and regulations
- Deal with other municipalities, agencies, boards and general public matters related to administration and treasury,
- Prepare confidential and non-confidential schedules and related research as directed;
- Assist with corporate finance or technology projects as required;
- Attend confidential staff meetings, and/or Council meetings, as required;
- Assume all duties of the Manager of Revenues & Accounting, during any absence;
- Perform other duties of a similar nature as required

People Leadership

- Provide support, with direction, for the following divisions of the Finance department: Accounts Payable, Accounts Receivable, Cashiering, Payroll, Tax Billing and Collection, Water Billing and Collection, ensuring proper procedures and internal controls are in place and adhered to:
- Supervise Cashier position, assigning and prioritizing work, training requirements, staffing requirements, including recruitment, transfer and disciplinary action;
- Supervise Accounts Payable position, assigning and prioritizing work, training requirements, staffing requirements, including recruitment, transfer and disciplinary action;
- Assume full supervision of Finance department in the absence of the Manager of Revenues & Accounting;

Other

The Accountant position is responsible to meet the requirements of the following Acts, Regulations and Statutory obligations:

- Generally Accepted Accounting Principles
- Municipal Act
- Assessment Act
- Excise Tax Act
- Cemeteries Act
- Ontario Health & Safety Acts & Regulations
- Public Sector Accounting Board
- Ministry of Municipal Affairs and Housing
- Ministry of Finance
- Ministry of Consumer Services

FINANCIAL EFFECTIVENESS & RESPONSIBILITIES:

- Office Supply Procurement: \$5,000 annually
- Invoice Approval (Departmental): \$10,000 annually
- Accounts Payable Invoice Audit & Review: \$25M annually, according to budget and procurement policy guidelines
- Cheque Endorsement: \$50M annually, according to procurement policy guidelines

SUPPLEMENTARY KNOWLEDGE:

- Knowledge and understanding of all City policies, procedures and bylaws as they relate to the Financial Management Information System
- Excellent customer service and communication skills
- Excellent computer skills
- Employee management and development
- Dispute resolution techniques
- Collection techniques
- Standard office practices and procedures

Working Conditions

PHYSICAL/SENSORY DEMANDS:

- Work involves mental and visual concentration with frequent interruptions.
- Excellent verbal and written communication skills required
- Must be able to deal effectively with the public, staff and Members of Council.
- Ability to organize own work, set priorities and meet critical deadlines.
- Ability to make sound, independent judgements within established policies and procedures.
- Strength to lift boxes up to 40 pounds
- Required to work outside of normal working hours as needed.

JOB ENVIRONMENT

- Standard office environment

JOB DESCRIPTION

- Regular contact with department throughout the City at various levels.
- Required to commute to financial institution and other City facilities as needed.

Approvals

	Name	Signature	Date
Director	Maria Mauro, Director of Finance		March 14, 2019
Chief Administrative Officer	Manoj Dilwaria, CAO		March 19, 2019

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: March 2019

	Name	Signature	Date
Incumbent			