

City of Thorold

CAPITAL ASSET CO-ORDINATOR (Non-Union)

Department.....Finance	Reports to.....Manager of Finance
Pay Grid Level..... 5	Hours of Work.....35
Position family..... Supervisor	Location.....City Hall

Job Summary

The Capital Asset Co-ordinator is responsible for leading the City’s Capital Asset Team in meeting all legislative requirements towards the development of Asset Management Plans, including, the maintenance, monitoring, reporting and recording of the City’s tangible capital asset (TCA) accounting program, consolidation of various departmental databases and ensuring compliance with the Public Sector Accountant Board (PSAB) standards, applicable legislation, and City policies and procedures.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Bachelor of Accounting or equivalent
Experience	<ul style="list-style-type: none"> 3 years progressive experience in accounting with an emphasis on cost accounting, maintenance and capital asset recording. Experience in public sector or municipal environment is an asset.
Qualifications, Certifications, Designations	<ul style="list-style-type: none"> Chartered Professional Accountant designation required
Number of Direct Reports	<ul style="list-style-type: none"> Direct: None Indirect: Delegates of the Capital Asset Committee

Duties & Responsibilities

Department Administration

- Lead the City’s Capital Asset Team, comprised of representatives from various departments to complete and maintain Asset Management Plans, including asset listings, condition, current levels of service and costs of maintaining the assets.
- Meet the legislated deadlines and requirements relating to O. Reg 588/17

JOB DESCRIPTION

- Develop, review, implement and maintain Capital Asset Management policies, procedures and plans
- Oversee, coordinate and implement the Tangible Capital Assets (TCA) recording and reporting system
- Ensuring accuracy of all asset information in compliance with the City's TCA policy, PSAB standards, legislation and practices
- Manage and maintain an electronic capital asset accounting system (City Wide). Work with departments to consolidate various databases into City Wide.
- Responsible for tangible capital asset accounting, identification, valuation, amortization, additions, disposals, write-downs, etc.
- Provide technical expertise and advice regarding the capital asset management recording and reporting system.
- Coordinate with departments to ensure completeness and accuracy of tangible capital asset inventory;
- Preparation of audit schedules with documentation for external auditors for tangible capital assets and act as liaison;
- Maintain and audit tangible capital asset policies and procedures ensuring internal compliance and external compliance with the Public Sector Accounting Board and applicable legislation regulations;
- Monitor capital expenditures compared to budget and prepare regular variance reports
- Preparation of various weekly, monthly, quarterly and annual reconciliations and reports
- Assist in the preparation, filing, reconciliation and reporting for capital grant applications and spending
- Assist in preparing oral and written presentations to management and Council
- Assist in developing and implementing risk management practice and performance measurement for capital assets and levels of service
- Coordinate with departments to ensure completeness and accuracy of operations inventory;
- Develop policies and procedures to secure assets and inventory
- Other duties as assigned

People Leadership

- Acts as the co-ordinator of the Capital Asset Committee

Other

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

- Municipal Act
- Infrastructure for Jobs and Prosperity Act
- Public Sector Accounting Board
- Ministry of Municipal Affairs and Housing
- Ministry of Finance

SUPPLEMENTARY KNOWLEDGE:

- Knowledge and understanding of all applicable City policies, procedures and bylaws

JOB DESCRIPTION

- Knowledge of PSAB, CPA standards and requirements
- Knowledge of applicable legislation, regulations, standards and best practices
- Knowledge and understanding of all tangible capital assets held by the City of Thorold
- Knowledge of municipal accounting and audit
- Ability to perform complex problem-solving, research, data and variance analysis
- Excellent customer service and communication skills
- Excellent computer skills
- Dispute resolution 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, departmental 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
- 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	<i>Maria Mauro</i>	October 24, 2023
Chief Administrative Officer	Manoj Dilwaria, CAO	<i>Manoj Dilwaria</i>	October 24, 2023

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.

JOB DESCRIPTION

Created: June 2019; Updated: October 2023

	Name	Signature	Date
Incumbent			