



THE CORPORATION OF THE TOWN OF GRIMSBY IS SEARCHING FOR AN

ACCOUNTANT

Reporting to the Assistant Director of Finance/Deputy Treasurer, the Accountant provides support with day to day operational accounting duties, budget, and financial reporting. In addition, the Accountant will maintain the Town's capital asset register and assist with Asset Management.

The successful candidate will possess the following:

- University degree in Accounting/Finance or a related discipline.
- Chartered Professional Accountant (CPA) in progress.
- Three (3) years of recent related work experience in a centralized accounting environment including capital assets experience.
- Municipal experience is preferred.
- Must possess strong analytical skills and a solid understanding of accounting principles, practices and procedures.
- Excellent verbal and written communication skills.
- Relationship building and collaboration.
- Accuracy and attention to detail.
- Must be able to work independently, multitask, and prioritize schedule in order to meet demanding deadlines and produce high quality work.
- Excellent computer skills with a high level of proficiency with Microsoft Office suite including Word, Outlook, Excel and PowerPoint.
- Experience with accounting software systems (e.g. Questica, Vadim (RIM)).

Interested applicants are invited to submit a letter of application and resume by **e-mail** outlining their qualifications and experience, as well as a detailed resume by no later than **Monday, September 16 at 4:30 p.m.** to the attention of **Steven Gruninger, Director of Finance/Treasurer** at hr@grimsby.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes, and work environments. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Department of Human Resources if you require accommodations at hr@grimsby.ca

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB DESCRIPTION

Position Title: Accountant
Department: Finance
Reports to: Assistant Director of Finance/Deputy Treasurer
Grade: J (\$64,039 - \$75,340 per annum (2019 rates))
Classification: Permanent, Full-time, Salaried

JOB SUMMARY

Reporting to the Assistant Director of Finance/Deputy Treasurer, the Accountant provides support with day to day operational accounting duties, budget, and financial reporting. In addition, the Accountant will maintain the Town's capital asset register and assist with Asset Management.

DUTIES AND RESPONSIBILITIES

1. General Accounting

- 1.1 Assist with quarter and year-end procedure/process, including recording accruals, and journal entries and balancing quarter and year end accounts.
- 1.2 Prepare reconciliations for balance sheet accounts.
- 1.3 General ledger account analysis.
- 1.4 Ensure compliance with internal controls.
- 1.5 Assist staff with account inquiries.
- 1.6 Perform any additional responsibilities that may be required by the Treasurer or Deputy.

2. Budget and Financial Reporting

- 2.1 Assist with the preparation of the annual operating and capital budgets.
- 2.2 Assist with the preparation of year-end working papers, Financial Information Return (FIR) and financial statements.
- 2.3 Government reporting including grants, Statistics Canada, Ministry of Finance.
- 2.4 Assist auditors with inquiries during the annual audit engagement.

3. Capital Assets and Asset Management

- 3.1 Work closely with other departments in tracking capital project costs in relation to their budgets and prepare quarterly budget variance reports with explanations for variances.
- 3.2 Record the acquisition, betterment, disposal, impairment and amortization of tangible capital assets into the Town's asset accounting system.
- 3.3 Conduct periodic reviews of capital assets to determine dispositions.
- 3.4 Track, compile and record project costs in fixed asset accounts; close out the accounts at the completion of the projects.
- 3.5 Reconcile the balance in the asset subledger to the general ledger.
- 3.6 Prepare audit schedules relating to capital assets.
- 3.7 Assist with the development and implementation of policies, procedures and processes as they relate to asset management.

SUPERVISION

Direct Reports (#) None

Indirect Reports (#) None

EDUCATION

- University degree in Accounting/Finance or a related discipline.
- Chartered Professional Accountant (CPA) in progress.

EXPERIENCE

- Three (3) years of recent related work experience in a centralized accounting environment including capital assets experience.
- Municipal experience is preferred.

SKILLS

- Must possess strong analytical skills and a solid understanding of accounting principles, practices and procedures.
- Excellent verbal and written communication skills.
- Relationship building and collaboration.
- Accuracy and attention to detail.
- Must be able to work independently, multitask, and prioritize schedule in order to meet demanding deadlines and produce high quality work.
- Excellent computer skills with a high level of proficiency with Microsoft Office suite including Word, Outlook, Excel and PowerPoint.
- Experience with accounting software systems (e.g. Questica, Vadim (RIM)).

OTHER

Hours of Work: Standard office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.