



Job Description Accountant

Department: Finance
Reports to: Director of Finance
Direct Reports: N/A

Job Summary:

The Accountant contributes to the effective operation of the Finance department and the District of Ucluelet through the analysis and maintenance of tangible capital assets, long-term debt, reserves funds, preparation of a variety of financial reports including the annual year-end financial statements, and grant administration. This position will also perform monthly bank reconciliations and support the preparation of the five-year financial plan and capital plan.

Key Responsibilities:

- Prepare capital asset accounting, including acquisitions, disposals, reconciliations, reporting, and continuity schedule;
- Prepare long-term debt accounting, including acquisitions, disposals, reconciliations, reporting, and continuity schedule;
- Prepare reserve fund accounting, including transfers in, transfers out, interest allocation, reconciliation, reporting, and continuity schedule;
- Maintain copies of capital-related purchase orders issued by departments and assist with commitment tracking for capital projects;
- Collaborate with departments to track grant application statuses and support grant reporting;
- Prepare legislated financial reports and assists in interpreting accounting standards (PSAS, GAAP) for compliance and policy development;
- Perform monthly bank reconciliations and review subledger reconciliations performed by the Finance Clerk and the Finance Technician;
- Maintain strong controls over general ledger master data and ensure that the integrity of the financial reporting framework is maintained;
- Research and draft accounting position papers and standard interpretation memos;
- Prepare periodic internal financial reports and annual financial statements and disclosures;
- Coordinate with auditor for interim and year-end external audit engagement, and review supporting working papers prepared by team members;
- Assist in preparation of the five-year financial plan and capital plan as assigned;
- Support the following duties in the Finance Technician's absence:

- Process, maintain and reconcile all aspects of primary payroll administration and reporting in a timely manner;
- Administer the comprehensive employee benefits program for the municipality;
- Maintain the Municipal Pension Plan for all employee groups;
- Prepare reports and documents as required to comply with WorkSafeBC requirements;
- Answering payroll and pay-related questions from District staff and Council, and referring questions to Human Resources and Finance Management as needed;
- Perform period-end reconciliation and year-end procedures related to payroll;
- Prepare general ledger journal entries, as assigned;
- Prepare annual GILT and PILT applications;
- Prepare financial documents and correspondences, including the annual Statement of Financial Information, as required;
- Perform property tax processes including responding to public inquiries, reviewing retroactive HOGS and applications for deferral of taxes, and preparing annual property tax notices;
- Assist with maintenance and updates to the trial balance and chart of accounts;
- Assist with moderate to complex research and data analysis and special projects as required;
- Participate in assigned aspects of records management and the safekeeping of archival records;
- Other related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Public Sector Accounting Board (PSAB) standards and considerable knowledge of the accounting principles, practices, rules, regulations, and procedures governing municipal tangible capital asset valuation and amortization, including asset retirement obligations;
- Knowledge of wide range of accounting functions and fund accounting policies;
- Must be able to work under pressure, maintain a pleasant disposition to fellow colleagues and the public, and exercise courtesy, tact and diplomacy;
- Able to work well in a team environment, and comfortable with providing functional direction to other team members;
- Able to maintain privacy and confidentiality of information as needed;
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines and to meet assigned deadlines;
- Ability to interpret regulations, bylaws, contracts and procedures and strong analytical and problem-solving skills;
- Ability to compose and proofread both routine and complex correspondence.

Education, Experience, and Qualifications:

- Completion of post-secondary degree in Finance, Accounting, or related field. *An equivalent combination of education and experience may be considered.*
- Preference may be given to candidates currently enrolled in the Chartered Professional Accountant (CPA) Professional Education Program (PEP).
- In depth knowledge and proven proficiency of MS applications, particularly MS Excel.
- Minimum three (3) years of demonstrated experience in financial accounting, asset management, and/or financial/capital planning, preferably in a local government environment.
- Employment is conditional upon the successful completion of a criminal record background check.
- Valid B.C. Driver's Licence. The licence must not include any restrictions that would affect the ability to legally and safely carry out job responsibilities.

Working Conditions:

- Office environment with computer use;
- Sitting for long periods of time.