



POSITION TITLE: ACCOUNTING SUPERVISOR
REFERENCE NO: 31602
DIVISION: CORPORATE SERVICES
DEPARTMENT: FINANCE

APPROVAL DATES: BY:  DATE December 11, 2014
COMMISSIONER OF CORPORATE SERVICES
BY:  DATE: Dec 5, 2014
GENERAL MANAGER, HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a non-union management position responsible for all activities of the accounting group. The Accounting Supervisor is responsible for ensuring that the accounting group produces accurate, timely and effective reporting and accounting functions for City of Medicine Hat management and government agencies.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Manager of Accounting.
- Directly supervises the accounting group.
- Internal relationships are maintained with the General Managers, Managers and other management staff.
- External relationships are maintained with accounting professionals in the oil and gas industry, public practice, other municipalities, peers in other organizations, auditors, and provincial and federal government officials.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- This position is required to coordinate and assist in the preparation of interim and annual financial statements, coordinate and assist in the budget process in conjunction with the budget office and provide the liaison between the various departments' General Manager and management team on matters relating to finance, accounting and budgets.
- Financial Accounting
 - Provides and interprets accounting information including preparation and analysis of management, partner and financial reports.
 - Ensures that best practice internal controls are in place and monitored.
 - Leads or is a member of project teams and initiates decision items on changes in accounting policy/processes.
- Budgeting
 - Coordinates and assists in the budget process including the communication of budget guidelines and timetables.
 - Controls the submission and amendments through the process and provides advice and assistance on information, methodology, and presentation as required.
- Financial Reporting
 - Coordinates and assists in the preparation of the interim "management" reports and year-end financial statements to meet deadlines while ensuring accuracy and works with external auditors during their year-end review.

- Provides financial benchmark analysis as required.
- Energy Accounting
 - Ensures the integrity of the Oil and Gas financial accounting software and related processes and reports.
 - Reviews the activities of the joint interest accounting group ensuring accuracy and proper internal controls.
- Leadership
 - Responsible for directly coaching, leading and mentoring the accounting group.
 - Recruit, train, supervise, coordinate, establish priorities, schedule and monitor activities of the accounting group.
 - Provide the liaison between the General Managers and management team of the various City departments on matters relating to finance, accounting and budgets.
- Performs related duties as required or assigned.

REQUIRED COMPETENCIES:

- Thorough knowledge of accounting principals and practices, including those relating to the Gas and Oil industry and governmental accounting and the ability to apply this knowledge to accounting transactions in a complex computer environment.
- Proven project team leadership skills.
- Proven support and dedication to fostering a constructive culture.
- Experience with the implementation and maintenance of accounting software.
- Skilled in operating a personal computer using current office software in a network environment.
- Ability to establish and maintain effective working relationships with senior management, subordinates, professional colleagues, external auditors and officials with senior governments.
- Ability to delegate accounting tasks to division staff and provide appropriate training and supervision regarding these tasks.
- Ability to encourage, motivate, plan and organize activities of the accounting group to meet goals and deadlines.
- Proven ability to communicate effectively both orally and in writing.
- Ability to write persuasive and professional business cases.
- Demonstrate initiative and resourcefulness in establishing and achieving goals and objectives.
- Ability to use a systematic approach to interpret and resolve problems.
- Ability to perform required technical or economic decisions independently and direct team involvement as appropriate.
- Experience in accounting for corporate and asset acquisitions and dispositions in both the taxable and municipal environment.

REQUIRED QUALIFICATIONS:

- Successful completion of a Bachelors' degree majoring in Finance or Accounting from a recognized post-secondary institution, supplemented by a professional accounting designation (CA, CMA, CGA, CPA).
- Seven (7) years' experience in an accounting environment, including five (5) years supervisory experience.
- An equivalent combination of management approved training and education may be considered.