



# Medicine Hat The Gas City

## JOB DESCRIPTION

**CLASSIFICATION:** MUNICIPAL ACCOUNTING TECHNICIAN

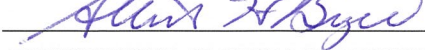
**JOB TITLE:** ACCOUNTANT

**REFERENCE NO:** 31705

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:**

BY:   
COMMISSIONER OF CORPORATE SERVICES

DATE: 27 October 2010

BY:   
GENERAL MANAGER, HUMAN RESOURCES

DATE: October 27, 2010

### **GENERAL DESCRIPTION:**

This position is responsible to provide professional accounting and financial services to the City business enterprises and municipal business units. This includes the preparation of financial statements, management reports, analysis and interpretation of trends requiring management's attention, development and maintenance of budgeting and reporting systems.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the Manager of Municipal Accounting or the Manager of Energy Accounting.
- Maintains a close liaison with City staff, general managers, accounting team and City departments.
- Maintains liaison with other government bodies, regulators, partners, external auditors and consulting firms.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Financial and Management Reporting – Provide accurate and timely financial and management reports for assigned business units. Assist general managers and staff with interpretation of financial information to facilitate decision making. Prepare divisional and consolidated financial statements as well as financial information return for manager's review.
- Budgeting – Participate in developing operating and capital budgets and forecast information for assigned departments. Assist the Budget Coordinator with guidelines, assumptions, presentations and amendments. Assist departments with evaluations and rate modelling.
- Financial and Management Accounting - Coordinate, and prepare monthly financial statements, trend analysis, management reports and assist with year end projections. Perform account analysis, reconciliations and maintain capital asset sub-ledger. Ensure assets are properly capitalized, disposed of and amortized. Determine and prepare year end entries and ensure accuracy of year-end working papers. Assist external auditors with year end and grant audit queries. Complete statistical reports. Train and mentor senior accounting assistants. Review transactions, grant applications and other financial reports. Lead and/or assist in corporate accounting projects and business case development.
- Internal Control – Research, develop, recommend and maintain accounting procedures and internal controls ensuring they are understood, properly applied and complied with. Test to ensure internal controls are providing reasonable assurance that transactions are appropriately authorized and assets are properly accounted for and safeguarded.
- Provide support and encouragement to fellow team members towards continued professional development.
- Other related accounting duties as assigned.

**REQUIRED COMPETENCIES:**

- Thorough knowledge of accounting principles and practices including those relating to business and governmental accounting and the ability to apply this knowledge to accounting transactions in a complex computerized environment.
- Ability to establish and maintain effective working relationships with City staff at all working levels.
- Ability to make sound decisions independently, using good judgement under stressful situations.
- Must demonstrate personal leadership by performing with initiative and resourcefulness in achieving goals and objectives.
- Involved in continuous professional development and learning relating to accounting in a government and business environments.
- Ability to represent the finance department in a professional manner on City projects.
- Ability to express ideas clearly and effectively both orally and in writing.
- Ability to organize and plan while working under minimum supervision.
- Strong analytical problem solving skills.

**REQUIRED QUALIFICATIONS:**

- A university degree in business and a professional accounting designation (C.A., C.G.A., C.M.A.)
- Four years of experience, including two years experience in a governmental accounting environment.
- An equivalent combination of management approved experience and education may be considered.

**SALARY RANGE:**

- In accordance with the Collective Agreement for CUPE Local 46 (Inside and Outside Workers)