

## JOB DESCRIPTION

**CLASSIFICATION:** MUNICIPAL ACCOUNTANT

**JOB TITLE:** ACCOUNTANT

**REFERENCE NO:** 31705

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:** BY:  **DATE:** Dec 1, 2021  
MANAGING DIRECTOR – CORPORATE SERVICES

BY:  **DATE:** November 15, 2021  
CHIEF HUMAN RESOURCES OFFICER

### 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 Accounting Supervisor.
- Maintains a close liaison with City department staff, Directors, Managers, and accounting team.
- Maintains liaison with other government bodies, regulators, partners, external auditors and consulting firms.

### PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provide accurate and timely financial and management reports for assigned business units. Assist Directors, 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.
- Participate in developing operating and capital budgets and forecast information for assigned departments. Assist the Budget Office with guidelines, assumptions, presentations and amendments. Assist departments with evaluations and rate modelling.
- Coordinate, and prepare monthly financial statements, trend analysis, management reports and assist with yearend 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.
- 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 standards, principles and practices (IFRS, PSAS) including those relating to business and government accounting and the ability to apply this knowledge to accounting transactions in a complex computerized environment.

- Thorough working knowledge and use of Microsoft and other software, ERP computer applications and office productivity software tools.
- 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.
- Proven interpersonal skills and ability to model behaviors associated with a constructive culture with a commitment to and application of Health, Safety and Environment Management System and Corporate Safety standards.
- 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:**

- Successful completion of a bachelor's degree in business or finance from a recognized post-secondary institution and a professional accounting designation (CPA).
- Four (4) years' experience, including two (2) years' experience in a governmental accounting environment.
- An equivalent combination of management approved experience and education may be considered.

# 31705 - Accountant 2021 FINAL

Final Audit Report

2021-12-01

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