



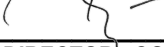
JOB DESCRIPTION


JOB TITLE: SUPERVISOR – ACCOUNTING

REFERENCE NO: 31602

DIVISION: CORPORATE SERVICES

DEPARTMENT: FINANCE

APPROVAL DATES: BY:  **DATE:** May 10, 2022
MANAGING DIRECTOR - CORPORATE SERVICES

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

GENERAL DESCRIPTION:

This is a non-union management position responsible for overall supervision of the accounting group and coordination of financial management reports, budgets, corporate projects and systems development. This is a working position requiring approximately 50% of the effort on financial accounting, reporting, analysis, budgeting, and systems development. The remaining 50% of the effort will include work coordination with other leads/managers; directing the work of team members; and planning, researching, and implementing legislation, standards, and best practices.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Financial Control & Reporting Manager & City Controller.
- Supervises the accounting group and works closely with other Accounting /Specialists.
- Internal relationships are maintained with the Directors, Managers and other department management and staff.
- External relationships are maintained with accounting professionals in the 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 team; provide business partner support in finance, accounting, systems, and budgets to the various departments to enable operations to deliver their strategic plan; and to ensure that legislation, policy/guidelines and best practices are followed and in place for the organization as appropriate.
- Financial Accounting, Analysis & Reporting
 - Coordinates and assists in the preparation of the monthly and interim management reports and proforma statements, ensuring that the accounting group produces accurate, timely and effective reporting accounting functions for the City of Medicine Hat management and government agencies.
 - Coordinates and assists in the preparation of annual consolidated financial statements and other statutory reporting to meet deadlines while ensuring accuracy; liaise with external auditors throughout the year and during their year-end review.
 - Coordinates and assists with financial analysis and forecasting to support business unit financial requirements.
 - Provides and interprets accounting information including interpretation of Public Sector Accounting Standards and International Financial Reporting Standards to ensure accurate recording of general ledger transactions.
 - Ensures that best practice internal controls are in place and monitored.

- Leads and/or is a member of project teams and initiates briefing notes and decision items on changes in accounting policy/processes, including implementation of Accounting Standards handbook revisions.
- Provides financial benchmark analysis as required.
- Reviews the activities of the joint interest accounting group ensuring accuracy and proper internal controls.
- Budgeting
 - Assists in the coordination of the budget process, including the coordination and development of corporate business plans, operating and capital budgets, and communication of budget guidelines and timetables including appropriate cost allocation methodology.
 - Supports the submission and amendments through the budget cycle, budget update and budget amendment process.
 - Monitors all budget amendments and ensures that all changes and impact of these changes are reported to Senior Management, City Council and operating departments.
 - Supports with planning and coordinating the City's grant life-cycle process including grant identification.
- Enterprise Systems
 - Coordinates and assists with the developments, enhancements, updates and supports of the Enterprise Resource Systems (Unit 4) modules (General Ledger, Planner, Project Cost Billing, Bank Reconciliation etc.).
 - Coordinates and assists with the development and implementation of corporate management, budget and ad hoc reporting requirements.
 - Ensures the integrity of the Oil and Gas financial accounting software and related processes and reports.
- Leadership
 - Provides coaching, recognition and performance management to the team members as required including directing, training, supporting, delegating and mentoring.
 - Leads or supports various projects including project planning, management and leadership as required.
 - Supports the efforts and empowers both accountants and assistants to deliver excellent customer-focused programs and services (including addressing resource requirements and resolving issues) while ensuring staff have the appropriate tools, training, safety knowledge and skills to effectively perform their tasks and assignments.
 - Provides the liaison between the Directors and management team of the various City departments on matters relating to finance, accounting, systems and budgets.
 - Performs related duties as required or assigned.

REQUIRED COMPETENCIES:

- Thorough knowledge of accounting principles and practices, including those relating to International Financial Reporting Standards (IFRS) and governmental accounting (Public Sector Accounting Standards) and the ability to apply this knowledge to accounting transactions in a complex computer environment.
- Proven project team leadership skills.
- Proven leadership competencies including the ability to maintain and promote a cooperative, collaborative results-focused team environment with team in the performance of their duties.
- Skilled in operating a personal computer using current office software in a network environment with fluent knowledge and abilities using an ERP system and accounting software.
- Ability to establish and maintain effective collaborative relationships with team members, peers, leaders and members of the public.
- Strong ability to establish and maintain effective working relationships with senior management, subordinates, professional colleagues, external auditors and officials with senior governments.
- Proven ability to delegate accounting tasks to division staff and provide appropriate training and supervision regarding these tasks.
- Proven ability to encourage, motivate, plan and organize activities of the team to meet goals and deadlines.
- Proven interpersonal skills and ability to model behaviors associated with a constructive culture with a commitment to health, wellness and safety.
- Proven ability to communicate effectively both orally and in writing including the ability to write

- persuasive and professional business cases.
- Exceptional organization, leadership, management and conflict resolution skills including the ability to work with minimum supervision and make decisions independently, using proper judgement and procedures.
- Demonstrates 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 (CPA).
- Six (6) years' experience in an accounting environment, including four (4) years supervisory experience.
- An equivalent combination of management approved training and education may be considered.

May 4, 2022