



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: REVENUE ACCOUNTANT
DEPARTMENT: FINANCE
POSITION TYPE: FULL-TIME REGULAR UNION POSITION
PAY GRADE: PAY GRADE 18
LAST UPDATED: FEBRUARY 2023

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Revenue Accountant performs accounting work of considerable variety, complexity, and responsibility. The work performed requires knowledge and experience in public sector accounting standard (PSAS), municipal property taxation, year end reporting, including reconciliation and analysis, and the ability to work effectively within a team as well as independently.

The Revenue Accountant will work under general direction and minimal supervision to apply their professional training and experience, analytical skills and sound independent judgement in adapting and applying procedures to address and resolve unusual or problem situations. They are responsible for the preparation, maintenance, and analysis of all revenue-related general ledger accounts/activities and records including property taxes, utilities/user fees, grants, investments, developer contributions and reserve funds. This position is also responsible for assets and liabilities directly related to revenue recognition including capital and special projects, taxes receivable/payable, grants receivable/payable.

The incumbent supports the work of the City's Collector, including drafting annual parcel tax roll updates, leading property tax administration and annual tax sale preparation. They monitor all fee rates, and propose amendments as required. They administer the City's high volume grant program, including maintaining accurate project accounting records for capital and special projects of varying duration to support the complex financial components of applications and preparing related reports, liaising with other departments to confirm revenue recognition and determine revenue and spend forecasts. Additionally, the Revenue Accountant performs a variety of internal control and audit functions and assists with financial planning and reporting functions related to their area of responsibility. This position will act as the Tempest software super user for the finance department.

As a member of the City of Colwood team and workplace community, you will be responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

GENERAL DUTIES AND RESPONSIBILITIES

- Consistently and proactively ensures that the City of Colwood finance-related Bylaws, statutory requirements and procedures are followed where applicable.
- Consistently and proactively seeks to ensure that customers inside and outside the organization are treated fairly, promptly, effectively, and positively.



- Provides timely, accurate, and complete financial information required by individual departments, where applicable; as the City accountant primarily responsible for revenue areas, provides analysis, advice and recommendations in a pro-active manner.
- Prepares reports and presents to Council.
- Resolutely and proactively pursues the City's objective of cost-effective municipal government and be ready to make finance/revenue-related recommendations for any changes that will assist in achieving this goal.
- Consistently and proactively seeks to participate in improving the efficiency, quality, and effectiveness of the team.
- Collaborates in a positive way with other staff, as demonstrated by the management team, in recognizing and dealing with potential improvements to the way work processes are done.
- Maintains strict confidentiality of private information.
- Remains prepared in the event of a declaration of a state of local emergency by the City of Colwood or a neighbouring municipality, and after ensuring the safety of family and property, to report to the Emergency Operation Centre and assist with the implementation of the Emergency Plan.
- Maintains internal control over and ensures compliance of records following established financial policies and procedures.
- Maintains financial related information in the Tempest software and provides guidance to staff on the use of Tempest's property tax module and on general property tax processes.
- Working within a collaborative team-based environment, may provide support and/or back up services to other positions within the Finance department as assigned.
- Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A degree in a relevant business program with a recognized professional accounting designation (CPA). Consideration may be given to applicants currently enrolled in and near completion of a CPA designation and who have the preferred relevant experience.
- Minimum of 5 years progressive experience in an accounting/finance role(s), preferably with at least 3 years in a municipal setting and including property tax administration.
- Valid Class 5 BC driver's licence is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Public Sector Accounting Standards.
2. Ability to learn and carry out established accounting and/or auditing procedures and adhere to prescribed routines and deadlines.
3. Ability to work under general direction and minimal supervision and use sound independent judgement in adapting and applying procedures to address and resolve unusual or problem situations.
4. Advanced computer skills, including the use of MS Office suite (advanced Excel skills) and municipal financial systems. Prior experience with current municipal taxation software is required.
5. Ability to sustain concentrated attention to detail and to perform duties with a high degree of accuracy.
6. Strong project management, organizational and time management skills.



7. Ability to maintain the confidentiality of matters as required.
8. Ability to maintain a high degree of integrity and professionalism.
9. Ability to establish and maintain effective working relationships with Municipal Officials, other employees, and the general public.
10. Ability to communicate effectively verbally and in writing.
11. Demonstrated understanding and successful application of the following competencies:
 - a. Adaptability: Willingness to be flexible in a changing environment.
 - b. Relationship Building: Establishes and maintains respectful and cooperative working relationships.
 - c. Effective Communication: Communicates effectively with others.
 - d. Problem Solving: Recognizes and acts to resolve problems.
 - e. Organisation: Organizes the work so that others will understand it and will be able to achieve the City's goals.
 - f. Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
 - g. Customer Focus: Provides excellent service to both internal and external customers.
 - h. Personal insight and rapport: demonstrate Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, demonstrates courage to do what is right.