



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** FINANCIAL ACCOUNTANT  
**DEPARTMENT:** FINANCE  
**POSITION TYPE:** FULL-TIME REGULAR UNION POSITION  
**PAY GRADE:** PAY GRADE 18  
**LAST UPDATED:** APRIL 2022

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#### **NATURE AND SCOPE OF WORK**

Reporting to the Manager of Finance, the Financial Accountant performs accounting work of considerable variety, complexity, and responsibility. The work performed requires public sector accounting standard (PSAS) knowledge, local government finance experience, and the ability to work effectively within a team as well as independently.

The Financial Accountant will 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.

The incumbent prepares, maintains, and analyzes all non-revenue related general ledger accounts/activities and records and is the supervisor of the accounting cycle, including the supervision and training of junior staff. The Financial Accountant maintains the City's Chart of Accounts, financial and budget software, while ensuring year to date amounts are accurate and timely. The incumbent prepares adjusting journal entries as required, including monthly, quarterly and year end entries, and prepares or assists in preparing a variety of financial reports for internal and external stakeholders. The Financial Accountant prepares working papers and audit files, assists with the preparation of the annual financial statements, and liaises with external auditors as necessary during the annual audit. The Financial Accountant performs a variety of internal control and audit functions and assists with financial planning functions. This position will act as the Great Plains software super user.

As a member of the City of Colwood team and workplace community, the incumbent is 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.
- Resolutely and proactively pursues the City's objective of cost-effective municipal government and be ready to consider 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.
- 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 or diploma in a relevant business program with intermediate financial accounting courses.
- Valid accounting designation (CPA).
- Minimum of 5 years of similar experience in a local government setting, including experience with the full accounting cycle and the preparation of working papers and audit related documentation. Preference will be given to candidates with direct experience as the staff liaison with external auditors.
- Minimum of 2 years supervisory experience, preferably in a unionized setting.
- 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 Great Plains software is desirable.
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.