



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: ACCOUNTING CLERK III
DEPARTMENT: FINANCE
POSITION TYPE: FULL-TIME REGULAR UNION POSITION
PAY GRADE: PAY GRADE 15
LAST UPDATED: UNDER REVIEW - JUNE 2021

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Accounting Clerk III performs accounting work of considerable variety, complexity, and responsibility. The work performed requires public sector accounting standard (PSAS) knowledge, and the ability to work effectively within a team as well as independently, and to exercise judgement and initiative within a framework of established policies and procedures. The incumbent prepares, maintains, and analyzes various general ledger accounts and records. The Accounting Clerk III performs a variety of internal control and audit functions, assists with financial planning and reporting functions, and has direct involvement in grant administration and asset management.

TYPICAL 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, if available.
- 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.
- Balances a diverse workload of assigned duties and responsibilities in the areas of general accounting and budget; purchasing; grant administration; asset management; treasury; property taxation and user fees; other duties in support of others within the Finance team.
- Performs other duties as assigned.



MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A degree or diploma in a relevant business program with intermediate financial accounting courses. Preference may be given to an applicant with a CPA designation, or working towards such.
- Minimum of 3 years of progressive accounting experience, preferably in a local government setting.
- Valid Class BC 5 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 and Tempest 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.