

ACCOUNTANT LEVEL 1

Position ID: J0723-0406

Job Type: Full Time

Number Of Positions: 1

Closing Date: August 18, 2023

Min Salary: \$73,320.00/Year

Max Salary: \$91,650.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Accountant I position is responsible for the completion of monthly reconciliations, financial analysis, internal controls, general ledger maintenance, subsidiary operations and assistance with the year end process. This position is responsible for day-to-day accounting operations which includes ensuring the accuracy and integrity of monthly, quarterly and annual reporting. The Accountant I provides support to various subsidiaries and completes monthly reconciliations and quarterly and annual analysis as needed.

Responsibilities include:

- Responsible for monthly and quarterly accounting activities, including:
 - o Completing accurate and timely account and bank reconciliations for the city and subsidiaries, investigating any discrepancies
 - o Assisting with preparation of financial reports on a monthly basis
 - o Maintaining the general ledger and preparing adjusting and correcting journal entries
 - o Preparing quarterly invoice requests to various not-for-profits and subsidiaries
 - o Preparing and filing monthly GST returns
 - o Reconciling various monthly charges and review with Team Leader
- Responsible for the following annual and year-end accounting activities:
 - o Preparing year-end working papers, including the following: support for balance sheet accounts, amortization schedules as required, payroll reconciliations, etc.
 - o Preparing year-end entries (e.g. accruals, carry forwards, etc.)
 - o Assisting with consolidation entries and adjustments related to subsidiaries and the City
 - o Assisting in preparing the Financial Information Return and year end tax returns for subsidiaries and the city
- Preparing various reports in collaboration with the Team Leader and as requested by subsidiaries for financial reporting and analysis
- Working with external auditors on the annual financial audit as needed
- Assisting in conducting research activities in support of continuous improvement efforts and assist in ensuring that changes to accounting standards are captured and incorporated into practice
- Reviewing processes and provide recommendations to implement improvements regarding financial functions, including internal controls, effectiveness and efficiency improvements
- Cross training with other accounting team members, provide back-up coverage as needed including coverage for the City Accounts Receivable Administrator

You Bring:

- A Diploma or Degree in Business Administration, Commerce, Accounting, Finance or a related field
- Working towards a Professional Accounting Designation – Chartered Professional Accountant (CPA) would be an asset
- Minimum of 2 years' experience in financial accounting, including experience in financial reporting and performing account reconciliations
- Previous experience within municipal and not-for-profit environments
- Strong knowledge of financial management and reporting principles, policies, procedures and best practices
- Knowledge of Public Sector Accounting Standards (PSAS) and/or Accounting Standards for Not-For-Profit Organizations (ASNPO) considered an asset
- Strong working knowledge of financial accounting systems
- Previous work experience with Microsoft Great Plains Dynamics would be an asset
- Advanced Excel skills including conditional formatting, pivot tables, advanced formulas and linking
- Excellent attention to detail and accuracy while working on numerous routine and ad hoc accounting functions
- Strong analytical, problem-solving and planning skills
- Strong written and verbal communication skills
- Strong relationship building skills
- Ability to perform effectively both independently and in a team-oriented environment
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to communicate with a variety of personalities in a professional manner
- Quick learner and self-starter with a practical and flexible approach to work and the ability to research topics effectively
- Ability to quickly align with shifting priorities, work assignments and timelines
- Ability to handle a variety of projects/tasks with competing priorities in a result-based environment
- Ability to perform duties with diplomacy, confidentiality and independence in a highly proactive and responsive manner
- Supportive attitude towards process improvement and technological advancement
- Ability to be a positive influence in a team-setting

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Accompanying your resume, please provide a cover letter as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca.