



Job Search

Accounting Clerk

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #889

Date Posted: February 29, 2024



Internal / External

The Corporation of the City of St. Thomas, Treasury Department,
has an opening for the following position:

ACCOUNTING CLERK

Permanent, Full-Time

Job Posting #:889-02-24

POSITION SUMMARY:

Reporting to the Manager of Accounting, the Accounting Clerk is responsible for preparing various financial reconciliations, assisting in the preparation of the annual financial information return and the preparation of the consolidated financial statements in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. Additionally, the role supports various internal and external reporting requirements, including the annual budget preparation, grant reporting and other initiatives as they arise.

MAJOR TASKS:

1. Performs key financial transactions for the City and Boards and Commissions, including accounts payables, budget reporting, and audit trails.
2. Prepares monthly bank reconciliations for Boards and Commissions, financial statements, annual tax returns, and all journal entries as required.
3. Assists in grant writing and grant deliverables reporting. Monitors financial activity for all grants/partnerships and prepares reports and financial statements. Monitor for potential grant opportunities.
4. Prepares quarterly budget and quarterly variance reports for Senior Leadership Team. Monitors and accounts for any budget variances. Reports variances to the Manager of Accounting and takes necessary measures to minimize their impact on the overall budget.
5. Assists with the preparation of year-end financials, working papers, and any other supporting documentation for annual audit. Liaises and assists the auditor.

6. Reviews and processes the reconciliation of purchasing card transactions, ensuring proper authorization, account classification, and adherence to purchasing policy.
7. Acts as a backup to the Accounts Payable Clerk ensuring proper authorization, adherence to purchasing policy and appropriate classification of accounts payable invoices.
8. This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Worker."
9. Perform such other duties as assigned.

QUALIFICATONS:

Minimum two (2) year Accounting/Finance Diploma or Finance/Accounting Undergraduate Degree plus a minimum of two (2) years of experience in financial analysis, budget preparation, capital asset accounting, variance tracking and developing and working with financial models or an equivalent combination of education, training, and experience. Demonstrated knowledge and experience in the principles and practices of accounting and budgeting, knowledge of computerized information systems used in financial and/or accounting applications and knowledge of external regulations, such as the Municipal Act, the Public Sector Accounting Standards, and all other regulations impacting the accounting and reporting of municipalities. Must have advanced analytical skills, be proficient in Windows based software including Microsoft applications, advanced proficiency in Excel, excellent communication and interpersonal skills, strong time management, organization and problem-solving skills and have the ability to work well independently and as a team member or leader with equally successful results. A Chartered Professional Accountant (CPA) student working towards their final exam would be considered. Three years of experience in municipal finance preferred. Microsoft GP Dynamics experience and basic knowledge of property taxation in a municipal context is an asset.

CONDITIONS OF EMPLOYMENT:

May be required to work beyond the normal hours of work.

Remuneration Range: \$29.61 - \$37.00 per hour working 35 hours per week plus a comprehensive benefits package. This is a CUPE Local 841 position.

Applications must be received no later than Thursday March 14, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type **Hourly**

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