

Financial Accountant

Permanent Full-time (35 hours per week)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are accepting applications for a full-time **Financial Accountant** to join our Financial Services team. The Financial Accountant will support and review the workflow of the Financial Accounting Technicians, prepare reconciliations and reports for various general ledger accounts, perform bank reconciliations, and prepare year-end financial statements and analyses for organizations administered by the Comox Valley Regional District. Reporting to the Manager of Financial Operations, the primary responsibilities of this role include:

- Preparing and reviewing monthly reconciliations and summary reports related to responsibilities and general ledger accounts in accordance with monthly deadlines, conducting appropriate follow up to address reconciliation differences and preparing journal entries as required;
- Compiling supporting documentation and reconciliations for production of digital year-end binders and CaseWare for annual audit purposes;
- Preparing year-end financial statements, related analysis, and provincial reporting forms for all organizations administered by the CVRD;
- Assisting with investment management;
- Reviewing accounts payable and purchasing card batches to ensure adherence to internal controls and appropriate general ledger account coding;
- Managing and coordinating opening and closing accounting periods within the financial

accounting software;

- Recommending and assisting with implementation of process improvements to create efficiencies and strengthen internal controls;
- Assisting with the implementation of new accounting standards and development of procedures to manage transactions;
- Conducting research and analysis on various accounting and tax issues;
- Managing a database of tangible capital assets;
- Creating and maintaining a database of asset retirement obligations;
- Creating and maintaining cash flow forecasts including gathering input from financial planning and capital project managers;
- Reconciling accounts related to collection and remittance of provincial sales tax and preparing scheduled remittances;
- Performing internal audits of revenue or expenditure processes;
- Providing information and support to budget managers as needed;
- Providing guidance and assistance to financial accounting technicians.

Our ideal candidate is:

- Passionate about detail-oriented work and committed to continuous improvement;
- A strong communicator with a collaborative approach, including the ability to provide training and support to others within and outside the department including coaching, explaining procedures, troubleshooting software issues etc.
- Organized, analytical and creative when it comes to problem solving;
- Experienced in accounting and/or finance with a minimum of three years directly related accounting experience preferably in local government and considerable knowledge of generally accepted accounting principles and local government accounting;
- Educated in accounting and/or finance having completed a four-year degree from a recognized post-secondary institute;
- A Chartered Professional Accountant (CPA designation is required);
- Knowledgeable in personal and network computer systems and relevant accounting software including spreadsheet, word processing, reporting and presentation software; familiarity and knowledge of Questica, City Works and iCity programs would be an asset;
- An advanced user of Microsoft Office, with emphasis on data management and reporting in Excel and strong utilization skills with SharePoint;

- Experience with preparing financial statements in Caseware and additional training or experience in local government or public administration will be an asset.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is a CUPE Local 556 position with a current wage rate of \$43.27 per hour (currently under review).

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is November 12, 2024 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.