

ACCOUNTANT II - 18 MONTH TERM

Position ID: J0725-0338

Job Title: ACCOUNTANT II - 18 MONTH TERM

Job Type: Term Full Time

Department: Accounting Services

Number Of Positions: 1

Min Salary: \$45.54/Hour

Max Salary: \$56.92/Hour

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 II position is responsible for the preparation of financial statements, financial analysis, internal controls, general ledger maintenance and subsidiary operations. This position is responsible for day-to-day accounting operations, ensuring the accuracy and integrity of monthly, quarterly and annual reporting. The Accountant II provides expertise to subsidiaries and the City regarding a variety of financial matters and ensures compliance with Public Sector Accounting Standards, implementing new standards as required.

Responsibilities include:

Monthly/Quarterly

- Completing accurate and timely account and bank reconciliations, investigating any discrepancies
- Maintaining the general ledger and preparing adjusting and correcting journal entries
- Preparing and analyzing financial reports on a monthly basis, including the statement of financial position and the statement of operations, and communicating results to subsidiary managers
- Maintaining files, reports and required journal entries related to grants, reserves, long term debt and tangible capital assets

Annual/Yearend

- Preparing yearend financial statements with notes and related working papers (includes allocation and roll up of accounts)
- Engaging with multiple internal departments to ensure completeness and validation of notes to the financials and related allocations
- Preparing yearend entries (e.g. accruals, carry forwards, etc.)
- Preparing consolidation entries and adjustments for subsidiaries and the City
- Preparing the Financial Information Return and yearend tax returns for subsidiaries and the City

General/Other

- Reviewing processes and providing recommendations to implement improvements regarding financial functions, including effectiveness and efficiency improvements
- Conducting benchmarking and research activities in support of continuous improvement efforts and ensuring that changes to accounting standards are captured and incorporated into practice for accurate and up to date reporting of financial statements

- Updating practices and procedures to ensure compliance with government updates and legislative changes related to CRA, GST and not-for-profit organizations
- Working with external auditors on the annual financial audit
- Cross training with other accounting team members, providing back-up coverage as needed
- Treasury functions including cash and investment tracking and reporting

You Bring:

- Chartered Professional Accountant (CPA) of Canada
- Bachelor's Degree in Business, Commerce, Accounting or Finance
- Minimum of 5 years' experience in financial accounting, including financial reporting and the creation and consolidation of financial statements
- Previous auditing experience is preferred
- Knowledge of Public Sector Accounting Standards (PSAS) is considered an asset
- Comprehensive knowledge of financial management and reporting principles, policies, procedures and best practices
- Strong working knowledge of financial accounting systems
- Advanced Excel skills including conditional formatting, pivot tables, advanced formulas and linking
- Proficient organizational skills with a demonstrated ability to handle complex projects and tasks with competing priorities in a results-driven environment
- Excellent attention to detail and accuracy in routine and ad hoc accounting functions
- Advanced analytical, problem-solving and planning skills
- Strong written and verbal communication skills
- Previous municipal government and not-for-profit experience is preferred
- Experience in budget, forecasting and related analysis and reporting is an asset
- Previous work experience with Microsoft Great Plains Dynamics is an asset
- Experience with SharePoint is an asset
- 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 professionally with a variety of personalities
- Quick learner and self-starter with a practical and flexible approach to work, including effective research skills
- Ability to quickly adapt to shifting priorities, work assignments and timelines
- Ability to perform duties with diplomacy, confidentiality, and independence in a highly proactive and responsive manner
- Supportive attitude towards process improvement and technological advancement, with the ability to implement positive changes and develop new processes
- 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 is a full-time term position (37.5 hours per week) for 18 months.

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. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.