

# Accounting Analyst



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Accounting Analyst*!

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

The Accounting Analyst's role provides accounting support to all levels of the organization, with a focus on the Municipality's accounts receivable and cash.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- Cash maintenance, including monthly reconciliations and coordination of online banking activity.
- Billing and receivables administration for Municipal services provided to other Municipalities, companies, etc.
- Preparation of monthly HST rebate applications, annual Pension Information Return, and other filings for government programs.
- Review of accounts payable batches, cash out reports, and other finance reports.
- Preparation of year-end reports, account reconciliations, and participation in the yearend financial statement audit.
- General accounting tasks include preparation of general journal entries and monthly variance reports.
- Involvement in the delivery of core program enhancements and other strategic undertakings of the Municipality.

## Candidate Profile

### *Education and Experience*

- Diploma or Degree in Accounting or Finance.
- A minimum of two years' experience in an accounting environment; with demonstrated experience in accounts payable and receivable processes, reconciliations and HST returns.
- Expert bookkeeping skills.

### *Knowledge, Skills, Abilities*

- Excellent organization, analysis, research, problem solving and decision-making skills.
- Excellent attention to detail and accuracy.
- Strong written and communication skills.
- Ability to support users of Enterprise Resource Management Systems' from a financial perspective.
- Strong Microsoft Excel skills.
- Ability to work well in a team environment.
- Ability to manage multiple projects and meet deadlines.
- Ability to adapt to changing circumstances and environments.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 6 (\$30.92/hr - \$36.88/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week).

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30 Friday July 4, 2025**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.