



## Job Posting

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<b>Job Title:</b>	<b>Supervisor of Accounting</b>
<b>Department:</b>	Finance
<b>Reports to:</b>	Manager of Finance/ Deputy Treasurer
<b>Rate of Pay:</b>	\$106,187 - \$119,946 per year
<b>Posting Date:</b>	August 1, 2025
<b>Posting Deadline:</b>	August 22, 2025

### Summary

The Supervisor of Accounting is responsible for management of the financial accounting systems in an effective internal control environment. This position is responsible for managing the day-to-day administration of general accounting, payroll, accounts payable and responsible for month, quarter and year-end financial reporting, year-end audits and working with external auditors. This position will be responsible for the preparation of all financial records of the Municipality in accordance with legislation and professional accounting standards. This position plays an integral role in providing support to all departments and shall oversee the organization and completion of work activities of direct reports.

### Primary Duties and Responsibilities

1. Oversee the accuracy of accounting information in the general ledger and subsystems including ensuring the completion and review of account reconciliations, continuation schedules and reporting, as appropriate
2. Maintain all financial records, including operating, capital, reserves, and reserve funds
3. Develop, prepare, and publish monthly internal financial reports (operating, capital, reserves)
4. Responsible for the completion of the Town's Financial Statements, Financial Information Return (FIR) and all other legislated financial reporting

5. Develop and implement comprehensive accounting and financial reporting practices and processes that include strong internal controls to ensure financial reporting is in accordance with PSAB standards and legislation
6. Responsible for detailed audit working papers and ability to provide auditors and or respective authorized agency with explanations as necessary
7. Oversee the municipal tangible capital asset inventory including additions, disposals, and all facets of the inventory and financial reporting
8. Ensure compliance with payroll legislation, audit of payments, hours, deductions, special payments, and contractual payments
9. Participate in cross-functional teams, building and maintaining effective partnerships and using collaborative relationships to facilitate the accomplishment of goals and resolve issues.
10. Provide guidance and support to direct reports
11. All other duties as assigned

### **Qualifications**

- University Degree in Business Administration, Finance, Accounting, or equivalent
- Recognized Professional Accounting designation (CPA), in good standing
- Minimum of five (5) years related experience
- Comprehensive knowledge of financial accounting principles and practices
- Effective written and verbal communication as well as organizational and time management skills
- Excellent analytical skills, sound problem solving and conflict resolution abilities
- Proficient use of MS Office applications
- Hold and maintain a valid Class “G” driver’s license

### **Qualifications Considered Assets**

- Experience with Vadim iCity municipal accounting system
- Certificate or designation in Canadian Payroll
- Experience with budgeting software
- Municipal finance experience

### **Working Conditions**

- Duties shall primarily be performed indoors
- Manual dexterity to use desktop computers, peripherals, etc.
- Periodic local and out of town travel required
- Operation of motor vehicle

### **Hours of Work**

- Primary hours of work are Monday to Friday (35 hours), day shift
- Attend after-hours Council meetings, events, and inspections, as required

### **Physical Requirements**

- Physical work environment requiring extended periods of walking, standing, sitting, and driving

### **Leadership Responsibilities**

- 3 FTE's

### **Application Process**

Interested candidates are invited to submit their application through the career portal by visiting: <https://www.lasalle.ca/town-hall/careers/>

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.