

Accountant II

Position ID: J0426-0197

Job Type: Full Time

Department: Accounting Services

Number Of Positions: 1

Min Salary: \$46.81/Hour

Max Salary: \$58.51/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. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

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
- 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 applicable legislative, regulatory, and government requirements including GST, municipal legislation, and other relevant federal and provincial updates
- 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
- Maintaining an understanding of approved budgets and liaising with the Budget team to support accurate financial reporting and responses to budget to actual variance inquiries

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 experience is preferred; experience with not for profit or public sector entities is an asset
- Experience in budget, forecasting and related analysis and reporting is an asset
Previous work experience with Microsoft Dynamics GP (Great Plains) 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 position (37.5 hours per week).

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.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) 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.