



SENIOR ACCOUNTANT

NATURE OF WORK: This is a highly responsible position performing specialized financial duties for multiple departments. The Senior Accountant will be required to assist the Manager of Finance in various tasks.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Finance.
- Develops and maintains working relationships with Council, CAO, departmental managers, supervisors, and all City employees regarding all financial matters.
- Works closely with the CAO, Manager of Finance, and all members of the finance team.
- Provides direction and support for the Finance staff and ensures that processes are efficiently carried out.
- Develops and maintains relationships with external agencies, consultants, and other members of the public.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the team for the City of Charlottetown, the Senior Accountant acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Assists in the preparation of financial reports and statements, reconciliations, analysis, and other reports as required.
- Analysis of overdue accounts and recommendation to Assistant Manager of Finance for collection and late fees.
- Performs certain duties in absence of the Project Accountant including but not limited to:
 - Budget transfers and journal entries.
 - Prepares monthly Council financial statements.
- Prepares government funding claims for City accounts.

- Supports the procurement officer in analyzing the financial component of any tenders as required.
- Processes Utility pension payments, prepares pension working papers, monthly payroll reconciliation for both City and Utility Departments, and prepares working papers and compliance reports for Tourism Accommodation Levy and other City Programs.
- Assists the Manager of Finance in budget preparation.
- Compiles audit files, ensures cash and inventory counts are carried out at year end, dispatches audit confirmations in a timely manner, prepares year end accounting and audit working papers.
- In conjunction with department management, builds an effective team and provides direct support of assigned personnel and carries out all associated responsibilities.
- Maintains a high level of customer service with all parties.
- Responds to and resolves various accounting issues.
- Performs other such related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Knowledge of Public Sector accounting and reporting standards.
- Considerable knowledge of accounting methods, internal controls, and procedures.
- Expertise in year end accounting processes and audit preparation.
- Considerable experience with internal controls as well as policy compliance and development.
- Advanced, verbal, and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced skills with Microsoft Excel as well as other Microsoft applications.
- Proficient with accounting software for a large organization.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- Adaptability and flexibility in coping with rapidly changing needs, terms, and conditions.
- A customer focus with the ability to meet changing deadlines, needs and expectations.
- A strong attention to detail and the ability to accurately identify priorities.
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown's Health and Safety Policy and is knowledgeable about hazards and safety precautions applicable to the work.
- Ability to establish and maintain effective working relationships with employees, City officials and the public.

- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness, and safety.
- Ability to work overtime and attend evening meetings or events on occasion.

REQUIRED QUALIFICATIONS:

- A professional accounting designation (CPA) is preferred but not required.
- Must have a recognized post-secondary degree in Accounting, Finance, or Business Administration
- A minimum of five (5) years of progressively responsible financial experience in a large corporation or in the public sector.
- Experience in a municipal government setting would be an asset.
- Knowledge of public sector procurement practices, HST, and pension plan accounting and reporting is considered an asset.
- An equivalent combination of education and experience may be considered.
- Must be legally entitled to work in Canada

Salary: \$86,013.16 - \$101,192.24 annually as per the UPSE Collective Agreement

How to Apply:

Please submit a cover letter, detailed resume, and references by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Senior Accountant – Finance**” and submitted by **July 30, 2026, at 4:00 p.m.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4135 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.