

## Job Details

<b>Job Title</b>	Assistant Accountant
<b>Department</b>	Finance
<b>Classification</b>	Union – CUPE Local 118
<b>Rate of Pay</b>	\$36.56 per hour (2021 rates)
<b>Date of Last Revision</b>	October 2021

## Job Description

### Summary

Under the direction of the Chief Financial Officer, this position performs day-to-day accounting operations for the financial systems for the Alberni-Clayoquot Regional District. The position will coordinate and perform intermediate level accounting functions for the Regional District. This position works collectively with all employees of the ACRD to ensure the delivery of efficient, quality services.

### Duties and Responsibilities

#### *General Duties*

- Respond to public requests for service.
- Prepare correspondence, reports and memoranda as required.
- Liaise with internal and external contacts.
- Other duties as assigned.

#### *Accounting*

- Organization and completion of the day-to-day general accounting operations for receivables including landfills, leases, and airports. Preparing and mailing invoices, preparing reports on delinquent accounts and customer payment profiles, transfer to taxes preparation and reconciliations, and analyzing receivables for accuracy.
- Perform the day-to-day general accounting operations for the Hospital District including receivables, payables and preparing month-end reconciliations.
- Perform transactions related to Municipal Finance Authority debt including payables and municipal receivables.
- Prepares and maintains accounting reports and summaries; controls, reconciles and balances ledgers and accounts including monthly bank reconciliations.
- Process monthly, quarterly, and year-end adjustments.
- Provide back-up accounts payable and utility support as required.
- Assist with the preparing of working papers and documentation for year-end audit.

- Perform other duties or special projects as assigned.
- Ensure internal controls are functioning and controls are adequate.

## **Supervision**

*Immediate Supervisor* – Chief Financial Officer

*Indirect Reports to this position* – Accounting Clerk

*This position is responsible for the following:*

- Provide guidance, instruction and direction to others.
- Train and develop others.

## **Authority and Decision Making**

*Problem solving*

- Develop procedures for handling day-to-day financial operations.
- Ability to analyze and evaluate accounting and auditing problems and to develop solutions.
- Handle complaints from the public.

*Job task planning*

- Management of time and prioritizing of workload according to deadlines.
- Work priorities are set by the worker, subject to confirmation or approval by superiors
- Disruptions occur but can return to work plan after disruption, no new work plan is required.
- Some coordination of work plan with the work plans of others required to schedule access to shared tools and equipment, for example.
- Sequences multiple tasks for efficiency.

*Decision Making*

- Considerable knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) standards.
- Errors have some minor consequences but can be rectified with some minor work.
- Decisions can be reversed with some inconvenience or difficulty; decision is reversible but options are reduced.
- All information relevant to the decision is known.
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation.
- Need to consider several well defined factors to make an appropriate decision in cases where the consequence of error is low; may involve using technical knowledge.

*Budgetary Authority*

- As per Board policy

## Job Specifications

### Education/Training

- Completion of Grade 12
- Post-secondary degree in accounting or related field

### Experience

- Minimum of 2 years of increasingly responsible relevant experience, preferably including experience in local or regional government, OR
- Equivalent combination of education and experience
- Previous, general experience working in local government would be an asset

### Occupational Certificates, Licenses, Professional Designations or Registrations

- Valid Class 5 BC Driver’s License

### Knowledge

Working	<ul style="list-style-type: none"> <li>• Local Government Act, Excise Tax Act and related statutes, laws, regulations and precedents respecting civic government, with specific emphasis on financial implications.</li> </ul>
Considerable	<ul style="list-style-type: none"> <li>• Local government operations</li> </ul>
Extensive	<ul style="list-style-type: none"> <li>• Thorough knowledge of accounting principles, practices and procedures as well as the recommendations of the Public Sector Accounting Board.</li> <li>• Advanced level proficiency with Microsoft Excel, Microsoft Word and accounting software (preferably Vadim computer group).</li> </ul>

### Skills and Abilities

#### *Abilities*

- Understand and interpret accounting processes
- Understand and interpret legislation, bylaws, and other statutory requirements
- Understand and follow oral and written instructions
- Establish and maintain working relationships with internal and external contacts
- Work with minimal supervision
- Apply the ACRD bylaws, policies and procedures at they pertain to financial operations.

#### *Literacy and Communication Skills*

- Reading Complexity and Comprehension– read and understand material such as very specialized documents and technical manuals, interpret dense and complex texts,

make high level inferences and use specialized knowledge

- Writing – standard memos, letters or detail forms, progress reports, procedures, non- standards letters, reports to the Board , and specialized or technical reports
- Mathematical –operations such whole number, decimals, rounding, percentage operations and conversion, fraction operations, converting numbers expressed in one form to a different form, positive and negative numbers, ratios and averages, basic algebra, and order of operations, exponents.

*Computer Skills – the following types of programs*

- Communication software such as emails, calendars and contract lists.
- Word processing programs.
- Spreadsheets.
- Accounting programs (experience with Vadim computer group an asset).
- Landfill software.

*Interpersonal Skills*

- Explain and exchange information with auditors, contractors, suppliers, employees within the organization, the public, professionals and representatives of other levels of governments or organizations, salesperson and volunteers.
- Courteously handle complaints from the public.
- Work in a cooperative and courteous manner.