



## Supervisor of Accounting Services

Salary: \$73,601 to \$87,906

Plus, a comprehensive benefit package and OMERS pension plan

The Supervisor of Accounting Services will be responsible for the direct supervision and coordination of the day to day accounting functions to ensure the accuracy and integrity of all financial information produced for both internal and external use.

### Essential (Minimum) Qualifications:

- Three (3) year college diploma in accounting, finance, business, commerce or a related discipline.
- In the process of obtaining Certified Professional Accounting (CPA) Designation.
- Three (3) years' progressively responsible experience in the municipal finance field or similar environment.
- Demonstrated knowledge of management accounting and controls acquired through post-secondary education focused on finance, accounting or public administration.
- Advanced knowledge of modern accounting theory, principles and practices, internal control procedures, public finance and fiscal planning.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial and payroll function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge of Vadim iCity software is an asset.
- Ability to analyze complex situations and to prepare accurate comprehensive reports and records on a variety of subjects.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.
- Excellent communication skills, both written and verbal and ability to communicate complex information to a diverse audience base; fosters open communication.

A complete job description is available by clicking here: [Job Description](#)

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Supervisor of Accounting Services" to the following on/before Friday, June 26, 2020 at 4:00 p.m.:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## CITY OF BROCKVILLE

### JOB DESCRIPTION

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**POSITION:** Supervisor of Accounting Services

**DEPARTMENT:** Finance & IT Services

**REPORTS TO:** Manager of Finance & IT Services

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#### **PURPOSE AND SCOPE:**

The Supervisor of Accounting Services will be responsible for the direct supervision and coordination of the day to day accounting functions to ensure the accuracy and integrity of all financial information produced for both internal and external use.

#### **DUTIES AND RESPONSIBILITIES:**

- Administration of the core accounting functions ensuring accounting practices are in compliance with all PSAB requirements and Provincial guidelines for all City departments and Boards.
- Provide financial oversight, support and guidance to the City's Community Partners.
- Maintain the accounting ledgers, reporting system, analyses and accounting practices in compliance with prescribed practices of the law and the City's policies.
- Responsible for the preparation of financial reports to Council and/or Federal or Provincial Ministries, including variance analysis, year-end schedules, reports, financial statements and working papers.
- The main contact person during the yearend audit and address concerns of the external auditor and coordinate the working papers necessary for the completion of the external audit.
- Assist with developing finance policies that address corporate strategic goals, supervise the implementation of the developed/ approved policies and conduct regular monitoring to identify compliance and/ or provide feedback for appropriate revisions.
- Review debt capacity analysis for financial impact evaluations and projection forecasts, in accordance with prescribed practices as well as the Annual Repayment Limit as prescribed by the Province. Coordinate the application for long term debt.
- Participate in the hiring, training and supervision for day to day activities of Finance staff which will include, organizing workloads, answering questions and providing guidance on financial and related matters. Directly supervises, motivates, coaches, develops and disciplines staff, ensuring maximum utilization of human resources and monitoring and evaluating individual staff performance.
- Direct supervision of the accounts payable/receivable function, budget processes and financial analysis functions.
- Maintain an updated thorough knowledge of the concepts of financial and internal controls and provides support as well as supervision of internal control audits.
- Exercise administrative functions for Corporate issued credit cards.

- Provide user support for the financial software system, leveraging current and implementing new technologies, and ensures professional development and training for all staff working with the financial system.
- Direct the applications, follow-up and receipt of all the City's grants and subsidies.
- Review, approve and post all journal entries into the financial system.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### **Essential (Minimum) Qualifications:**

- Three (3) year college diploma in accounting, finance, business, commerce or a related discipline.
- In the process of obtaining Certified Professional Accounting (CPA) Designation.
- Demonstrated knowledge of management accounting and controls acquired through post-secondary education focused on finance, accounting or public administration.
- Advanced knowledge of modern accounting theory, principles and practices, internal control procedures, public finance and fiscal planning.
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- Ability to analyze complex situations and to prepare accurate comprehensive reports and records on a variety of subjects.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.
- Excellent communication skills, both written and verbal and ability to communicate complex information to a diverse audience base; fosters open communication.
- Demonstrated ability to provide an engaging work environment where staff are motivated to set and achieve or exceed challenging goals; holds staff accountable and recognizes staff for their achievements.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent and positive manner.
- Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations through a continuous process improvement mind-set.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

#### **Asset (Preferred) Qualifications:**

- University degree in Business, Commerce, Accounting, Finance or related discipline.
- Completion of the AMCT Municipal Accounting Course or willingness to complete.

## **WORK EXPERIENCE:**

### **Essential (Minimum) Qualifications:**

- Three (3) years' progressively responsible experience in the municipal finance field or similar environment.
- Demonstrated supervisory experience in a municipal finance or similar environment.

## **SUPERVISION:**

- Supervises the Financial Analysts and the Accounts Payable/Receivable Clerks.

## **WORK ENVIRONMENT:**

- Fast paced office environment.
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours.
- Attendance at after hour meetings as required.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.