



# MUNICIPALITY OF THE DISTRICT OF WEST HANTS

## JOB DESCRIPTION ACCOUNTANT

**Position Title:** Accountant  
**Department/Division:** Finance  
**Reports To:** Director of Finance  
**Subordinate Staff:** None  
**Salary Range:**  
**Classification:** Full-time, Permanent  
**Revision Date:** November 2015

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**Position Summary:** Works under the supervision of the Director of Finance and in collaboration with all Departments. The Accountant supports the Director by analyzing financial information, examining efficiency and streamlining opportunities, preparing financial reports, supporting audit processes, and monitoring financial activities within the organization. The Accountant also supports other members of the Finance team through problem solving, analysis, and other related tasks.

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### JOB DUTIES AND RESPONSIBILITIES<sup>1</sup>

- Provide accounting support including: recording of accounts receivables, payroll journals, bank account maintenance, as well as tax reports and adjustments
- Oversee project accounting and reporting for capital and special projects
- Reconcile reserve, cash, and due to/from accounts monthly
- Assist and act as back up for the billing functions for property taxes and water/sewer
- Assist and act as backup for administrative activities such as: mail management and distribution, bank deposits, etc.
- Ensure payroll and benefits requirements are met and paid on a timely basis
- Review and revise financial controls, as needed
- Work with internal and external auditors to support the audit process
- Prepare reports and/or analysis as required by Council, CAO, department heads, and/or regulatory bodies
- Provide accounting support to operations and management to assist in understanding and interpreting financial results

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<sup>1</sup> Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Manage the accounts payable, including the monitoring the electronic purchase order system, maintaining workflow and signing authority.
- Assist in the preparation and interruption of policies and procedures, to ensure compliance.

## **JOB CHARACTERISTICS**

### **Work Environment**

The accountant will work in an office environment.

## **JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)**

### **Education & Experience**

- Recognized university business degree and have, or working towards, a recognized accounting designation (CPA, CA, CMA, CGA)
- 3-5 years of related work experience in an accounting/bookkeeping capacity

### **Knowledge, Skills, & Abilities**

- Knowledge of and experience in accounting standards
- Knowledge of municipal accounting as required within the framework of PSAB and FRAM
- Knowledge of fund accounting
- Familiarity with accounting software, preferably Diamond/Great Plains
- Proficiency with entire Microsoft Office Suite with an emphasis on Excel
- Knowledge of payroll/HR functions
- Accounting and bookkeeping acumen
- Strong time management skills, able to determine priorities and meet deadlines
- Able to follow and consistently adhere to policies and procedures
- Able to think analytically
- Conscientious/detailed oriented
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Procurement and accounts payable experience considered an asset