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[» Apply Now](#)**Title** Municipal Accountant**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 18-137

**Nature & Scope of Work** This is professional accounting work in the Financial Accounting, Budgets, and Collections Divisions within the Finance Department. Some positions allocated to this class assist the Manager of Budgets and Taxation in administering and coordinating the operating budget planning process and maintaining related collection systems. The incumbent supervises accounting and clerical staff; assists in the control and preparation of a variety of financial statements, reports, records, returns, statistics and related data. The incumbent exercises considerable independence of action and judgement in daily activities while unusual or difficult problems, staffing matters, or policy issues are discussed with a superior. Work performance is reviewed and evaluated in relation to established accounting practices and effective assistance rendered in directing division operations.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the principles, practices and procedures and systems governing municipal accounting operations.
- Considerable knowledge of the policies, by-laws, regulations, statutes and acts governing the work performed.
- Sound knowledge of data processing operations as related to accounting systems and controls.
- Ability to assist superiors in directing divisional operations and act for such superiors during their absence.
- Ability to plan, assign, check and supervise the work of subordinates engaged in accounting, clerical and related duties.
- Ability to assist in the development and implementation of new or improved accounting systems and procedures.
- Ability to assist in the preparation and analysis of a wide variety of complex accounting and financial data.
- Ability to deal effectively with a variety of internal and external contacts.

**Desirable Training & Experience** Completion of the 12th school grade and courses completed for a recognized accounting society, plus several years' experience in municipal accounting or auditing; or an equivalent combination of training and experience. Preference given to those with an accounting designation (CPA). Superior written and verbal communication skills are essential.

**Required Licences, Certificates and Registrations** Certificate of membership in a recognized accounting society or association.

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Pay Grade** 27**Pay Rates** \$40.48, 42.20, 43.95, 45.83, 47.82 per hour**Posting Date** 10/10/2018**Posting Closing Date** 10/17/2018[» Apply Now](#)