



City of Campbellton

Job Description

Chief Accountant/Assistant Treasurer

Disclaimer Statement:

Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.

Department: Finance
Job Title: Chief Accountant - Assistant Treasurer
Reports to: City Treasurer/Director of Finance
Last revised date: September 27, 2021



CHIEF ACCOUNTANT/ASSISTANT TREASURER

1. IDENTIFICATION

- | | |
|---------------------------|--------------------------------------|
| 1.1 Organisation: | City of Campbellton |
| 1.2 Department: | Finance |
| 1.3 Job Title: | Chief Accountant/Assistant Treasurer |
| 1.4 Job Status: | Non-Unionized |
| 1.5 Immediate Supervisor: | City Treasurer/Director of Finance |
| 1.6 Last revised date: | September 27, 2021 |

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

The incumbent is responsible for the day to day management of the financial affairs of the City as assigned by the Treasurer. He/she is responsible to carry out the responsibilities of the Treasurer, including the discharge of his/her statutory duties, in his/her absence.

2.2 Tasks Profile

- Reconciles all bank accounts.
- Prepares and files HST reports.
- Provides assistance in month and year-end closing process.
- Produces financial statements/budget kits.
- Prepares and posts journal entries.
- Prepares Treasurer's report.
- Coordinates and supervises year-end inventory counts.
- Reconciles assigned general ledger accounts.
- Verifies and reconciles daily transactions entered in Orion point of sale system.
- Assists the Treasurer and other Managers with support information for the preparation of the yearly budgets.
- Assists the Treasurer with some sections of the annual report.
- Monitors the opening of a new year in the accounting system.
- Assists in payroll data entry and reconciliation and replaces payroll clerk as needed.
- Coordinates and conducts unannounced cash counts.
- Administers training to employees in the use of accounting software where necessary.



- Prepares RCMP annual report and other assigned statistical reports.
- Coordinate insurance claims related matters.
- Assists in coordinating the maintenance of an organized record keeping system.
- Provides supervision to accounting staff and functions including, Accounts Payable, Payroll, Accounts Receivable, Receptionist/Cashier, and any other part-time or temporary staff assigned.
- Responsible for procurement relating to the Finance Department
- Assists, as required in the recruitment and selection process of all Finance staff. Recommends disciplinary action when required.
- Performs other related duties as required by the Treasurer.

3. AUTHORITY LEVEL

The incumbent reports to the City Treasurer and has authority on some or all subordinate staff members of the Department and as directed by the City Treasurer. Provides constant assistance to staff members on matters of accounting principles and procedures.

4. POSITION REQUIREMENTS

4.1. Mandatory Education

- Possess a relevant post-secondary degree in Finance, Business, Accounting or equivalent

4.2. Health and Safety Responsibilities

The incumbent is responsible to conduct himself in a way that ensures his own health and safety and that of other persons at work. He must be conversant with the safety rules and regulations of the City of Campbellton. He is required to report to his immediate supervisor the existence of any hazards of which he is aware. He must also use or wear such protective equipment as required by regulation or as recommended by manufacturer. He has to inform his supervisor of any task for which he feels he has not received proper training.

4.3. Special Knowledge and skills

- Proven knowledge of full cycle accounting, accounting principles, practices, standards, laws and regulations.
- Excellent computer skills on microsoft office and accounting software (Accpac would be an advantage).

4.4. Mandatory Requirements and Experience

- Bilingual in both oral and written capacities.
- Must be dependable and highly confidential in all matters.
- Possess at least 3 years of supervisory experience in accounting.
- High attention to detail and accuracy.



- Possess strong sense of ethics and accountability.
- Possess strong financial problem solving and organizational skills.
- Ability to navigate competing priorities and meet deadlines.

4.5. Behavioral Qualities

- Incumbent must have excellent inter-personal and team building skills.
- Incumbent has to be ready to follow orders from immediate supervisor.

5. REMUNERATION

- This position is full-time with benefits.
- Salary scale (2021): \$45,000 - \$53,000.

6. HOURS OF WORK

- Regular hours of work are from 8:30 to 4:30, Monday to Friday with 1 hour of unpaid lunch break at 12:00 noon for 35 hours of work per week.

7. WORKING ENVIRONMENT AND TRAVEL REQUIREMENTS

- Indoor work – office environment.

8. OPERATIONAL REQUIREMENTS

- Availability for occasional overtime work is required – Evenings and weekends.

9. JOB DESCRIPTION APPROVAL

9.1 Departmental Level

Approved by: Wayne Campbell Initials: _____

Title: Treasurer/Director of Finance

Date of Approval: September 27, 2021

9.2 City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: September 27, 2021



10. RECEIPT BY INCUMBENT

I have received a copy of this job description:

Name: _____

Signature of incumbent: _____

Date: _____