



Job Posting

Junior Accountant

The Municipality is currently accepting resumes for the position of Junior Accountant. This position will support the Finance Department with the Municipality's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls and reports.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed description and pay scale.

Deadline for resumes is Friday, October 9, 2020 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Recruitment & Procurement Officer
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Junior Accountant"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Junior Accountant

Finance Department

Overview

The Junior Accountant position is responsible for assisting the Finance Department in achieving accuracy in the Municipality's financial records, providing accurate and timely financial reporting, and providing financial analysis for the organization.

This position will support the Finance Department with the Municipality's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls and reports.

This position reports to the Financial Analyst.

Behavioral Competencies

Behavioral competencies are how we behave, act, and, think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

- Teamwork
- Customer Service
- Communication
- Analytical Thinking
- Achievement
- Professional Confidence

Key Outcomes and Responsibilities

Achieve Accuracy in the Municipality's Financial Records

This outcome can be best achieved by completing the following responsibilities:

- Daily journal entries to reallocate cash receipts;
- Monthly journal entries to record bank statement transactions;
- Monthly reconciliation and journal entries of payroll and receivables clearing accounts to ensure that salaries and wages are accurately recorded in SAP;
- Miscellaneous journal entries; and
- Acting in the absence of the Accounts Payable position, process invoices for payments and weekly cheques to ensure timely payments.

Support the Finance Department by Providing Accurate and Timely Financial Reporting

This outcome can be best achieved by completing the following responsibilities:

- Oversee the data entry of the annual operations budget to assist budget managers in the comparison of budget to actual results;
- Maintain records for capital projects to assist in the timely completion of claims and reports to the Chief Administrative Officer and Council.
- Assist the Fire Protection Services Coordinator in the preparation of the Fire Departments annual budgets and the monthly financial statements;
- Prepare quarterly and annual Council and CAO expenses and post on the Municipality's website to ensure that the Municipality is in compliance with legislation;
- Financial analysis as requested by the supervisor to facilitate timely decision making

Qualifications

University degree in Commerce or Business Administration, with a concentration in accounting.

3 – 5 years experience in a similar position.

Knowledge of, and proficiency working in, a computerized environment (Microsoft Office Suites).

Accuracy and attention to detail while working under tight deadlines.

Previous experience in SAP considered an asset.

Previous experience in a municipal environment and a basic knowledge of Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board pronouncements (PSAB), and the Nova Scotia Financial Reporting and Accounting Manual (FRAM) would be beneficial.

Experience in a municipal environment would be an asset.

WHMIS, fire extinguisher use, first aid, and due diligence certification required (or willing to obtain within 12 months).

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$48,868	\$51,311	\$53,755	\$56,198	\$58,642	\$61,085