



# qathet REGIONAL DISTRICT

## **ACCOUNTANT (full-time)**

qathet Regional District Financial Services Department is seeking a dynamic individual to join our team as a permanent, full-time Accountant. This is an excellent opportunity to make the move to small town living in a spectacular coastal region that abounds with backcountry recreation.

Reporting to the Assistant Manager of Financial Services, the Accountant is responsible for the delivery of transactional accounting. The Accountant works collaboratively with accounting services division personnel and is accountable for directing and overseeing the day-to-day accounting processes and transactional work carried out by division personnel. Functional areas relate to accounts payable, payroll and benefits administration, accounts receivable, utilities and grants administration.

Applicants must hold a designation of Chartered Professional Accountant. Consideration may be given to individuals actively pursuing a designation. Applicants must have a minimum of three years job related experience or an equivalent combination of training and applicable experience. Experience in local government considered an asset. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills. Applicants must be proficient using Microsoft Office including the ability to write formulas, manipulate and analyze large amounts of data using Microsoft Excel.

The 2022 wage rate for the Accountant is \$44.66 per hour plus benefits package. The position is subject to CUPE Local 798 Collective Agreement. Hours of work are Monday through Friday, 8:30 am to 4:30 pm. Start date for this position to be determined with successful applicant. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Interested applicants should submit a letter of application, current resume, and three references in confidence to:

Linda Greenan, Manager of Financial Services  
qathet Regional District  
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2 or  
Email: [employment@qathet.ca](mailto:employment@qathet.ca)

**Closing Date:      Open until filled.**

**A detailed job description follows.**



# qathet REGIONAL DISTRICT

## Job Description Accountant

|                                      |   |
|--------------------------------------|---|
| <b>Department</b>                    | Financial Services                      |
| <b>Reports To</b>                    | Assistant Manager of Financial Services |
| <b>Job Description Approval Date</b> | June 16, 2021                           |
| <b>Job Description Approved By</b>   | Al Radke                                |
|                                      |   |

### **POSITION & DEPARTMENT SUMMARY:**

Directly reporting to the Assistant Manager of Financial Services, the Accountant is a unionized position accountable for providing a broad range of financial services. The Accountant provides support to both the Assistant Manager of Financial Services and the Manager of Financial Services, who also serves as the Regional District's Chief Financial Officer, as per the *Local Government Act*.

The mandate of the Financial Services Department is to provide financial administration services in accordance with statutory requirements, accounting industry standards and practices and is ultimately accountable for the financial affairs of the Regional District and the Regional Hospital District. As directed by the Assistant Manager of Financial Services, the Accountant's primary roles relate to providing general accounting services, supervising the accounting system, managing non-financial assets, preparing operating and capital budgets, and providing year-end accounting services.

The Accountant is a member of the Accounting Services Division responsible for the delivery of transactional accounting. The Accountant works collaboratively with Division personnel and is accountable for directing and overseeing the day-to-day accounting processes and transactional work carried out by Accounting Services Division personnel. Functional areas relate to Accounts Payable (A/P), Accounts Receivable (A/R), Payroll and Benefits Administration, Utilities administration, Grants Administration, Financial Reporting, etc.

The Accountant is accountable for ensuring services performed comply with legislative requirements, and strictly adheres to the standards and ethical conduct required of professionals holding a Chartered Professional Accounting Designation. The individual holding this position is required to ensure registration and professional competency requirements remain current as per the Chartered Professional Accountants of British Columbia (CPABC) governing the profession, and the personnel policies of the qathet Regional District.

## **KEY DUTIES AND RESPONSIBILITIES**

### **Legislative Financial Administration**

1. Assists in carrying out legislated financial administrative and procedural functions associated with the powers, duties and functions assigned to the Chief Financial Officer, and as per applicable Regional District Bylaw(s) and corporate policies. As per the *Local Government Act*, Chief Financial Officer powers, duties and functions include:
  - a. Receiving all money paid to the Regional District
  - b. Ensuring the keeping of all funds and securities of the Regional District
  - c. Expending and disbursing money in the manner authorized by the Board
  - d. Investing funds, until required, in authorized investments
  - e. Ensuring that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe
  - f. Exercising control and supervision over all other financial affairs of the Regional District

*Local Government Act Section 237 – Financial Administration*

2. Maintains knowledge of applicable federal and provincial legislative requirements in relation to the Regional District and local government sector financial management and administration accountability. Monitors changes in legislation, accounting practices and other relevant developments within the Regional District and local government sector.
3. Ensures financial services provided by Accounting Services Division personnel are consistently applied and comply with legislative requirements, Regional District bylaws, corporate policies, and generally accepted accounting principles, as per industry standards and best practices. Monitors the application of accounting principles to ensure proper and accurate reflection of Regional District activities in the records and books of account.
4. Monitors adherence to financial control systems across the organization.
5. Provides input into the development of financial/accounting bylaws, policies, systems, and controls in accordance with generally accepted accounting principles and in compliance with applicable legislation.
6. Ensures Regional District Board of Director expenditures comply with legislative requirements and Regional District bylaws and policies.
7. Maintains relationships with vendors, contractors, and representatives of provincial and federal ministries, agencies, societies, and public corporations on financial matters.

## **Accounting Services**

8. Serves as the supervisor of the Accounting Services Division personnel.
9. Plans, assigns, supervises, reviews, and approves day-to-day financial and accounting functions performed by Accounting Services Division personnel. Functions pertain to:
  - a. General Accounting
  - b. Accounts Receivable
  - c. Accounts Payable
  - d. Payroll Administration
  - e. Utility Administration
  - f. Solid Waste Contract Financial Administration
10. Supervises and maintains the Regional District's accounting system in coordination with Technical Services. Ensures financial system is fully operational and meets the needs of the Regional District. Assists with personnel training.
11. Manages collection of utilities receivables and arrears processes. Provides assistance to the Accounts Receivable Administrator regarding responses to customer concerns and issues related to utility billing and collection of accounts receivables.
12. Provides various payroll and benefits financial services, related to:
  - a. Ensuring/verifying reported overtime, banked time, and vacation and sick time is verified, accurate and balanced
  - b. Ensuring personnel are enrolled in pension and benefits plan as per employment status (FTE, PTE, etc.), contracts and agreements
13. Provides various non-financial asset management services in accordance with legislative requirements, the Public Sector Accounting Board standards and guidelines, and Regional District policies. Services relate to:
  - a. Maintaining tangible capital asset (TCA) registries, as per policy
  - b. Analyzing TCA usage
  - c. Generating annual amortization reports

## **Financial Planning**

14. Contributes to the preparation of Annual Operating and Capital Budgets, as directed. Services relate to:
  - a. Assisting with the preparation of the Regional District's capital and operational plans
  - b. Entering approved Budgets into the financial system software
  - c. Providing budget information to stakeholders (e.g. Advisory Committees) as directed

- d. Coordinating approved stakeholder funding
15. Assists with financial reporting requirements as directed. Creates financial reports within established criteria. Supervises the preparation of various financial reports required to support decision-making at all levels of the organization. Financial reports include Department-specific monthly/quarterly Income Statements, Detailed Project Reports, etc. to support senior management in tracking, monitoring and controlling spending within their respective Departments. Assists with the preparation of government reporting documents.

### **Solid Waste Financial Administration**

16. Serves as the Regional District's Solid Waste & Recycling Administrator. Provides various financial administration services related to:
- a. Inputting solid waste and recycling reports
  - b. Documenting solid waste material contract shipments and comparing with disposal/receiving facility documents, and addressing any shipping and weight anomalies
  - c. Documenting monthly contractor tipping receipts and handling charges
  - d. Documenting, tracking and reporting load weights to Solid Waste Coordinator
  - e. Preparing monthly and annual solid waste management reports
  - f. Preparing monthly and annual Regional District recycling depot operational reports
  - g. Inputting daily recycling reports to verify incentives received align with recycling activities at depots and addressing any anomalies

### **Accounting Services Year-End**

17. Assists with the planning and organizing of year-end audit and accounting processes. Liaises with external auditors.
18. Provides year-end general accounting services related to accounts receivable, accounts payable, utilities, payroll, pension, and benefits.
19. Performs various year-end functions related to:
- a. Performing year-end closing procedures
  - b. Preparing asset working papers
  - c. Preparing liability working papers
  - d. Preparing grants and banking working papers
  - e. Preparing other financial statement working papers

## **Grant Administration**

20. Provides grant administration services related to:
  - a. Preparing grant claims
  - b. Assisting with grant reporting
  - c. Monitoring grant funding
21. Manages the Regional District's Financial Assistance Program involving the processing of applications to receive funding from the Regional District for various projects, and the allocation of grants and grants-in-aid to rural areas, societies and other community groups. Recommends funding approvals for Regional District Board consideration.

## **Procurement Services**

22. Ensures adherence to the Regional District's procurement bylaws and policies.  
Functions relate to:
  - a. Reviewing and analyzing procurement requisition documentation to ensure compliance with the Regional District's purchasing requirements
  - b. Verifying authorizations for requisitions to ensure adherence to authorization limits specified in bylaws and policies
  - c. Assisting with investigation and resolution of supplier invoice charges not in compliance with purchase orders or contracts
23. Prepares and maintains capital project cost information as directed to support Regional District projects.
24. Assists with financial services related to the Regional District's Asset Management Program and policy, as directed.
25. Performs other supervisory related duties as directed by the Assistant Manager of Financial Services.
26. Serves on the Regional District's Emergency Operations Centre (EOC) team during drills, training, emergencies and disasters as required.

## **EDUCATION AND EXPERIENCE:**

1. Chartered Professional Accountant Designation; consideration may be given to individuals actively pursuing a designation
2. Minimum of three years' experience in a similar role
3. Experience working in local government considered an asset
4. Valid BC Class Five Drivers License

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrates extensive knowledge of accounting, treasury, investment, budgeting, financial planning and analysis, purchasing and contracting functions and related legislation, standards and processes
2. Demonstrates strong technical accounting skills and maintains knowledge of accounting principles and practices
3. Demonstrates a thorough understanding of accounts payable, accounts receivable and payroll processes
4. Demonstrates extensive knowledge of payroll regulations and reporting requirements to Canada Revenue Agency
5. Demonstrates a high degree of integrity, accuracy, and thoroughness, with a strong attention to detail
6. Demonstrates sound judgement, analytical, and problem-solving skills
7. Demonstrates strong organizational and planning skills
8. Demonstrates exceptional time management skills, the ability to multi-task effectively and to prioritize workloads according to deadlines
9. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
10. Demonstrates ability to work in a team environment and to work independently, with minimal supervision
11. Demonstrates strong written and oral communication skills and the ability to research and contribute to and prepare reports for various audiences
12. Demonstrates superior proficiency in the creation and maintenance of spreadsheets and is experienced in working with Microsoft Office applications
13. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
14. Demonstrates ability to resolve issues with professionalism and diplomacy
15. Demonstrates commitment to making ethically responsible decisions