

SENIOR ACCOUNTANT MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Accounting and Reporting

LOCATION: Valleyview or DeBolt, AB

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Accounting and Reporting, the Senior Accountant is responsible for supporting the overall management and operation of the Accounting and Reporting department, ensuring financial records accuracy and compliance with public sector accounting standards.

- Prepare all aspects of monthly, quarterly, and annual financial reporting, including variance analysis.
- Coordinate the year-end audit, including working paper preparation and review, and financial statement preparation.
- Provide backup for the Taxation and Assessment Coordinator, including but not limited to ratepayer inquiries, authoring taxation related Request for Decision (RFD) and presentations to Council, assessment reconciliation and tax working papers.
- Prepare and present the tax rate bylaw to Council in conjunction with the Taxation and Assessment Coordinator.
- Complete process evaluations and lead the development and implementation of standard financial processes across the organization, including required system changes.
- Review expenditures to ensure accurate coding and compliance with approved budgets.
- Prepare applicable operational and capital grants, including applications, tracking, statements of funding, and compliance reporting.
- Support internal customers (Directors and Managers) by providing financial research and analysis; collaborate with departments on forecasts and analysis of financial trends.
- Prepare monthly general journal entries, account reconciliations, supporting analysis, and related working papers.
- Identify inefficiencies in monthly, quarterly, and annual processes and recommend improvements to enhance efficiency.



- Coordinate the implementation of new initiatives as assigned by the Manager.
- Develop, implement, and maintain financial policies, plans, and programs for the Accounting and Reporting functions of Greenview.
- Provide departmental support in the absence of the Manager.
- Respond to public and ratepayer inquiries and concerns.
- Perform other related duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Legally entitled to work in Canada.
- Bachelor's degree in accounting or finance. An equivalent combination of education and experience may be considered.
- CPA designation or working towards a CPA designation preferred.
- A working knowledge of Canadian public sector accounting standards.
- A working knowledge of the Municipal Government Act.
- A minimum of 5 years of progressively responsible experience in accounting, preferably in the public sector.
- Experience in a similar position with general accounting, reconciliation, analysis, and reporting is essential.
- A working understanding in generally accepted accounting principles (GAAP), requirements and practices.

SKILLS REQUIRED:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Excellent leadership and communication skills.
- Able to set priorities and efficiently utilize time-management skills while maintaining accuracy.
- Strong analytical skills and ability to think from multiple perspectives.
- Detail-oriented, organized, and able to multi-task effectively.
- Ability to interpret financial statements.
- Proficient in MS Office with skill in Excel and computerized financial systems.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Must be able to maintain confidentiality.
- Must be self-motivated and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.



WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone
- Long periods of sitting, good lighting, temperature and noise control
- Minimal physical effort, occasional light lifting
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

