

## **TREASURY AND ACCOUNTING COORDINATOR** **(Full-time Temporary – Approximately 12-18 months)** **MUNICIPAL DISTRICT OF GREENVIEW**

**DEPARTMENT:** Accounting and Reporting

**LOCATION:** Valleyview, Alberta

**STATUS:** Accepting applications until a suitable candidate is found

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*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 Treasury and Accounting Coordinator is responsible for the accurate and timely processing of cash reconciliations, investment transactions, bank account reconciliations, reconciling monthly investment statements, responding to general accounting inquiries, and assist the Manager of Accounting and Reporting with the general administration of cash and bank accounts, including POS terminal and account management.

- Perform administrative and financial duties including queries and reports.
- Provide information by phone and in person to vendors, customers, Ratepayers and the public.
- Provide back-up and assistance to different areas of the Accounting & Reporting department, which may include but is not limited to, Accounts Payable, Accounts Receivable, Taxation and/or Utilities.
- Review daily incoming cheques and code to proper accounts.
- Process cash receipting entries for direct deposits.
- Prepare monthly cash reconciliations and cash analysis.
- Prepare or assist with various grant reporting and grant applications as requested by the Manager of Accounting and Reporting.
- Reconciliation and reporting of investment transactions.
- Support the analytical needs of Accounting & Reporting and other departments, as assigned.
- Prepare audit working paper files and communicate with the Accounting & Reporting team members and auditors during year-end audits.
- Analyze and reconcile various general ledger accounts, including preparing appropriate correcting journal entries.



- Assist with special projects as required.
- Adhere to internal controls for financial reporting processes and internal control measures.
- Assist with answering phones and customer service at the front counter when required.
- Assist Reception to ensure cash receipting, accounts receivable, utilities and tax payments are properly applied.
- Cover Reception and assist with answering phone calls as required.
- Answer queries from Ratepayers.
- Perform month end duties.
- Provide accounting assistance for various departments as directed by the Manager of Accounting and Reporting.
- Other 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
- Post-secondary education in accounting or a combination of equivalent education and experience is preferred.
- Working towards or obtaining a CPA designation is an asset.
- A minimum of 3 years' experience in a computerized accounting environment.
- A strong understanding of financial accounting basics, working papers, knowledge and skill would be an asset.

### **SKILLS REQUIRED:**

- Proficiency with Microsoft Word, Excel, and Access.
- Ability to think logically and complete work with a high degree of accuracy.
- Must be proficient with computerized accounting system.
- Basic accounting skills and familiarity with Municipal finances and budgets.
- Excellent verbal and written communication skills.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Must be self-motivated and able to work with minimal supervision.
- Must be able to maintain strict confidentiality.
- Ability to prioritize and manage time constraints.
- 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](mailto: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.**

