

THE CITY OF RED DEER - JOB DESCRIPTION

Community Services Accountant

Job Code
CSFO

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Division Community Services

Approved by (Dept Head)
Sarah Cockerill

Department Community Services

Prepared by: Tracey
McKinnon

Section
Accounting

Employee(s) :

Created/Updated 2018

Evaluation Date

Job Reports To Division Controller

Directly Reporting to this Job None

Function/Purpose:

Responsible for ensuring the integrity of Community Services Division's financial and accounting records. Provides direction and support for the Director of Community Services, Director of Protective Services, Superintendents, Managers and their associated Supervisors, Coordinators and staff and associated agencies such as the Red Deer Public Library, River Bend Golf & Recreation Society, Waskasoo Environmental Education Society (WEES) and Red Deer Museum and Art Gallery (MAG).

Provides financial and administrative support including interpreting, reporting and overseeing internal controls to the Community Services Division Director, Protective Services Division Director, Superintendents, Managers and their associated staff. Monitors operating and capital budgets and performs transactional accounting functions for the division. Participates in financial projects that meet the needs of the areas within the Community Services Division.

Duties, Responsibilities and Authorities

1. Financial Leadership – 35%
 - a. Provides timely accounting information to Director, Managers, Superintendents and agency representatives to facilitate their monitoring and variance analysis of actual expenditures and revenues against planned expenditures and revenues.
 - b. Leads and facilitates financial and business process changes for the Division to ensure they are current, efficient and effective for operations in collaboration with department and division staff.
 - c. Develops financial reports and recommendations to assist management with decision-making.
 - d. Makes recommendations on financial and business policy, procedures, processes and projects.
 - e. Provides objective interpretations and guidance in financial matters such as management of specific reserves, deposit accounts and deferred revenue accounts
 - f. Performs research and analysis as required on behalf of the Department Managers, Superintendents, Directorate and/or Division Controller.

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- g. Participates in financial projects as assigned, to ensure to meet the needs of the departments within the Community Services Division.
 - h. Assists and completes grant applications within the Division, ensures proper processing, tracking and completes financial reporting and accounting for completed grant projects.
 - i. Ensures fulfilment of accurate Tangible Capital Asset accounting within the Division.
 - j. Act as an asset steward to record and provide information to financial services for acquired/constructed assets reclassifies operating to capital at year-end, reviews submitted disposition forms from the areas within the Division to ensure compliance with PSAB 3150 and capital policy.
 - k. Ensures compliance with the Budget, Capital and Purchasing policies throughout the Division.
2. Budgeting – 35%
- a. Coordinates, supports and assists in the timely preparation, consolidation, review, revision and maintenance of the Division’s annual operating budget, capital budgets, service plans, Funding Adjustment Recommendations (FARS) and department/agency summaries.
 - b. Assists the Division Controller, Department Managers, Superintendents and appropriate Division staff to facilitate compliance with department, division and corporate guidelines during budget preparation.
 - c. Provides timely and on-going feedback to the Financial Services department through the Division Controller on corporate budgeting guidelines and processes.
 - d. Creates capital jobs and template projects as approved by council, ensures budget entries are complete, processes and monitors expenditures, tracks and ensures compliance of capital contracts and tracking.
 - e. Provides information to Financial Services regarding cash flow requirements and debenture draw down amounts
 - f. Coordinates the variance report process, conducts detailed analysis and identifies fluctuations in revenue and expenditures, interprets financial information, summarizes year-to-date and year-end projected variances, and advises department managers.
3. Accounting – 20%
- a. Identifies and recommends changes to department accounting procedures in collaboration with the Division Controller and Corporate Services.
 - b. Undertakes numerous accounting transactions to ensure the accurate and timely processing of invoices, journal entries, creation of purchase orders, work orders, collections and payment vouchers throughout the Division.
 - c. Reviews and approves purchase orders and journal entries prepared by others within the Division as stipulated in the delegation of responsibilities.
 - d. Sets up information in the One World financial system to facilitate accurate and timely financial reporting
 - e. Responds to financial inquiries from within the entire division, consultants, contractors, Financial Services and government officials regarding project accounts of the Division

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- f. Coordinates the set up of accounts and processes for the Division including annual operating, capital project accounts, creates project work orders, including recreation levy reserves and subdivision accounts.
 - g. Prepare financial reporting to satisfy grant requirements set out in contractual agreements with local provincial and federal bodies (i.e. CCDF, FCSS, OSSI, HPS, Victim of Crime, MPAG, MPOG, etc.)
 - h. Completes financial analysis to ensure contract payments are accurate and within the terms of the agreement including statutory and deficiency holdback releases, change orders, and purchase requisitions.
 - i. Monitors year end tasks performed by other Division staff to ensure timely completion manner
 - j. Ensures use of proper accounts by monitoring Division expenditures and revenues, and provides information regarding improvement to appropriate staff, Division Controller, Division Managers and Superintendents.
 - k. Assists the Divisional areas in completion of the annual Letter of Representation to ensure compliance.
 - l. Performs audits to ensure Division programs are compliant with City policy in areas such as fee schedules, admission fees, and petty cash.
 - m. Performs reconciliations for various balance sheet accounts and transit passes.
4. Administration and Communication – 10%
- a. Evaluates and analyses department accounting within the Division and recommends adjustments that ensures congruence with corporate policies and applicable legislation
 - b. Acts as a resource to Divisional staff in the effective use of the complex accounting systems and software used by The City of Red Deer.
 - c. Acts as a liaison to collaborate with various departments, divisions and agencies for communication on financial/accounting issues of mutual interest.
 - d. Assists in the preparation of financial presentations.
 - e. Participates in service and work planning as part of the Divisional Accounting Services team.
5. Performs other duties as required.

Minimum Requirements

- 1. Completion of an undergraduate degree majoring in accounting or finance. Completion of the CPA designation.
- 2. Four years performing accounting duties and providing financial analysis and advice for a large organization, preferably within a municipal community services environment.
- 3. Must have knowledge of generally accepted accounting principals (GAAP), specifically as they relate to a municipal accounting environment and procedures as applied in an integrated computer environment.
- 4. Four years' experience in the use of complex computerized accounting systems.

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5. Knowledge and experience with business software such as Word and Power Point is required with advanced Excel skills.
6. Demonstrates the City of Red Deer's four RISE principles of Respect, Integrity, Service and Excellence.
7. Demonstrable experience in applying accounting theory in conjunction with approved policies and procedures.
8. Strong ability to process a high volume of information accurately on a daily basis and within tight deadlines is necessary.
9. Must be able to manage several tasks at once, some with conflicting priorities.
10. Experience in leading, training and educating staff.
11. Ability to problem solve and communicate effectively both verbally and in writing, with a variety of internal and external stakeholders including consultants, government officials and agencies is required.
12. Proficient use of basic office equipment, i.e. photocopier, fax machine, calculator, etc.
13. Working knowledge of office, accounting and records management procedures.

Specific Demands of the Job

- Occasional work outside normal hours.
- Occasional public speaking.
- Working with a combined operating budget of \$25 million in revenues; \$79 million in expenditures, and over \$100 million in capital.
- A high degree of professional judgment and independence is required in performing these duties while supporting the Division and maintaining strong working relationships with other departments, divisions and corporate staff.
- Required to work outside regular business hours, including weekends and holidays, in order to meet deadlines.