



Position Description

Title:	Accountant
Reports to:	Manager of Finance
Status:	Full Time
Salary Scale:	Specialist
Location:	493 Main St. and offsite from time to time
Hours:	Monday – Friday, 8:30 am – 4:30 pm

Scope

The Accountant provides general accounting and financial support to the organization with particular attention to the Manager of Finance. This role provides pivotal support to the Manager of Finance relating to audits, annual budget preparation and year end, and other accounting functions.

Qualifications

- Undergraduate degree in Accounting or equivalent required.
- Professional designation (or on the path to professional designation) preferred.
- Minimum 3-5 years experience in finance and accounting – preferably in a municipal or other government context – required.
- Knowledge of finance and accounting software/programs – in particular TownSuite, PayWorks, Office 365 – would be an asset.
- Key competencies include but are not limited to: communication skills, organization and time management, leadership, and collaboration.

Summary of Principle Duties and Functions

Financial Accounting and Reporting

- Ensure all bank accounts and credit card accounts are reconciled monthly on a timely basis; provide to Manager of Finance for sign-off.
- Complete all bank-initiated transactions, properly record and confirm interest is appropriately allocated.
- Carry out monthly reconciliations, including all subledger reconciliations, and provide for Manager's sign off.
- Determine and initiate bank transfers as required and ensure interfund balances are funded on a timely basis.
- Confirm and complete month-end closing in accounting software.
- Prepare and submit HST remittances and confirm G/L is reconciled.
- Review G/L balances for proper distribution of revenue and expenditures per policy and FRAM.
- Maintain accounting ledgers by verifying and posting account transactions.
- Maintain General Ledger Chart of Accounts and Projects.

- Prepare monthly financial statements and departmental reports, perform variance analyses, and review with Manager of Finance and department heads.
- Timely preparation and submission of all Provincial and Nova Scotia Utility and Review Board reporting requirements.
- Ensure all account analyses and reconciliations are complete and accurate prior to year-end audit.
- Support the audit process with working papers, lead sheets, financial statements, and other reports.
- Expected to acquire a solid understanding of AP, AR, and Utilities.
- Conduct internal audits and account analysis for internal control compliance.
- Determine and record other entries as required.

External Funding

- Maintain a tracking system for active and potential grants, including deadlines, reporting requirements, and funding outcomes.
- Monitor grant revenues and expenditures to ensure alignment with approved budgets and funding agreements.
- Prepare and submit financial and progress reports for grants, in accordance with funder requirements and timelines.
- Ensure accurate accounting treatment of grant revenues and expenditures in compliance with GAAP and applicable guidelines.
- Liaise with granting agencies and external partners to clarify requirements and facilitate audits or reviews as needed.
- Support long-term financial planning by identifying strategic funding opportunities aligned with organizational goals.

Policy, Compliance and Special Projects

- Review established policies and procedures and recommend improvements.
- Assist Manager of Finance with special projects, including implementing Finance related initiatives per Council Strategic Plan.
- Ensure compliance with internal controls and accounting standards.
- Timely and accurate support of annual audit processes.

Working Conditions

- This position will be based in Town Hall with eligibility for alternate work arrangements as outlined in policy.
- This position may require site visits and engagement with various parties, most notably residents, or partners in other organizations.
- Normal office hours are 8:30am – 4:30pm Monday through Friday, however this position may be expected to attend various meetings outside of business hours and have an expectation to work overtime during busier parts of the year.