



## **Senior Accountant**

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### **DEFINITION**

This advanced professional accounting position is within a financial branch and is either corporate specialized or client focussed. This position either supervises accounting professionals and/or provides consultative services to accounting professionals or provides specialized financial reporting to external organizations such as the Canada Revenue Agency, external auditors or union/association presidents.

Employees in this class perform highly complex accounting or financial duties that include financial planning and analysis, system enhancement, internal accounting control development and complex financial reporting.

Work at this level is completed with considerable independence and receives limited direction from a superior with a review of final deliverables or financial objectives. The application of highly complex and current Canadian Public Sector Accounting standards, principles and practices are applied consistently and independently and new standards are researched and incorporated.

The work at this level is distinguished from the Accountant level through increased independent decision making and development of significant internal accounting controls and efficiencies through financial system enhancement and testing or new processes and procedures. This position provides consultative financial advice to professional accounting staff and recommendations to senior managers or City Council to ensure the accuracy and legitimacy of financial reporting.

### **TYPICAL DUTIES \***

Provides research, analysis and recommendations for complex accounting treatment, financial implications and controls to support senior management and/or Council.

Administers financial control and responsibility as a subject matter expert with a broad knowledge view over a corporate program(s) or corporate specialized financial phase(s) such as tax, payroll & benefits, budgeting, debt, investment, revenue, expenditures, equity, reserves, consolidated corporate financial reporting or corporate performance reporting.

Applies advanced accounting principles and practices, mitigates risk to the corporation questioning variances or financial information and makes independent decisions to ensure sound accurate financial results move forward to the Corporate Leadership Team and/or Council.

Ensures the development and implementation of adequate internal accounting controls and accurate reporting through the enhancement and testing of financial systems and the review and development of processes and procedures. Coordinates and conducts training and/or coaching and guidance for other accounting professionals.



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Ensures consistency in the application of accounting policies, processes and procedures. Ensures accuracy and completeness over operating and/or capital expenditures and financial reporting. Provides financial advice and expertise in account reconciliation, asset capitalization, funding and budget variances and acts as a subject matter expert in area of specialization.

Leads, analyzes, reviews and delivers the non-consolidated business area package which involves individual complex accounting and team supervision to produce financial reports through balance sheet reconciliation for an assigned client area.

Leads, analyzes and reviews capital projects to ensure proper accounting treatment, including asset capitalization. Uses professional judgement to determine revenue recognition, application of capital funding and grant reporting.

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

Thorough knowledge of relevant frameworks, acts, and policies including the Canadian Public Sector Accounting Standards and principles kept current through the CPA certification

Thorough knowledge and proficiency with various accounting and financial systems and their interrelationships to support accounting operations

Thorough knowledge of financial reporting, information systems, processes, policies, procedures and models that support a large public sector accounting practice

Thorough knowledge of the application of data processing in the maintenance and analysis of financial data

Ability to analyze and predict the impact of strategic and operational decisions on financial results

Ability to apply mentoring / coaching skills to promote, develop and maintain an effective working environment

Ability to effectively communicate and effectively maintain working relationships

Ability to recommend a level of financial reporting necessary for different users including the ability to interpret financial reporting results for stakeholders

Ability to evaluate management information requirements and identify trends and develop forecasts

Ability to evaluate needs and recommend improvements to reporting systems and identify complex and specialized financial reporting requirements

Ability to assess the entity's risk assessment processes and establish supporting internal controls

Ability to develop and evaluate information inputs for operational plans, budgets and forecasts

Ability to prepare, analyze or evaluate operational plans, budgets and forecasts and interpret results



## Senior Accountant

Ability to prepare and analyze routine and complex financial statements, supporting schedules, note disclosures, and related management communication

Ability to compute, analyze, investigate and explain variances and analyze treatment for complex events and non-routine transactions

Ability to plan and effectively manage teams and projects and allocate resources effectively

Ability to liaise with internal and external parties to analyze, reconcile and evaluate the accuracy of financial information and advise accordingly in order to ensure compliance with policies and regulatory requirements and consistency across departments

Ability to analyze and reconcile information received from various sources including other business units to ensure accuracy of financial reporting under time constraints and within established deadlines

Ability to apply professional judgement and skepticism towards information received to ensure appropriate treatment

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

A recognized professional accounting designation (CPA/CA/CMA/CGA) and 5 years of progressively responsible related accounting/financial experience and will include 1 year of supervisory experience for supervisory positions.

Unique education requirements for the corporate tax position only, either qualifications above or:

University Degree preferably at a Masters' level, in a related discipline such as a law degree with commodity tax training or in-depth excise taxation courses; and 7 years of specialized tax or related law experience.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1325		1326	
Grade	033		035	
Originated:	1998-12			
Previous Updates:	2007-06			
Last Updated:	2017-12			