



## ***JOB DESCRIPTION***

**POSITION:** Accountant/Comptroller

**DEPARTMENT:** Finance

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### **SUMMARY:**

Reporting to the Chief Financial Officer or their Designate, this position functions as the Accountant/Comptroller responsible for the management and maintenance of the financial records of the City in accordance with generally accepted accounting principles for Canadian Municipalities and the Community Charter of British Columbia and provides a variety of other accounting, administrative, professional and technical tasks including providing direction to accounting and cashiering personnel.

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### **DUTIES AND RESPONSIBILITIES:**

- Act as the Chief Financial Officer in his/her absence.
- Act as Deputy Treasurer and Deputy Collector.
- Prepare year end working paper file.
- Liaise with City's auditor.
- Manage and maintain entries in general ledger to ensure a high level of accuracy.
- Confirm that all subsystems maintain balance with control accounts in general ledger.
- Reconcile City's bank accounts and that required balances are maintained.
- Monitor the City's banking and investment contracts.
- Monitor and report on significant budget variances, liaise with program delivery staff and management to prepare key variance reports and request budget amendments as required.
- Responsible for the preparation of the annual tax roll and issues tax notices and other statutory requirements associated with the collection of property taxes and other fees including tax sales.
- Liaise with Managers and Coordinators to ensure City's Tangible Capital Asset records are maintained to meet CICA Standards.
- Assist and work with Managers to translate each sector's business plan into an annual operating and maintenance budget.
- Assist Chief Financial Officer and Managers as needed with preparation of the Annual Financial Plan and The Asset Management Investment Plan.

- Oversee the operation of the City's central data processing network and system, maintaining a working knowledge of hardware, operating platform, software, communications and infrastructure, research plan and recommend timely replacement of components and liaise with service providers.
- Serve as the City's professional in-house resource person on employee related tax matters, pension matters and on matters pertaining to employee benefits.
- Responsible for the preparation of returns as necessary and remits monies collected on behalf of the federal and provincial government and other third party organizations.
- Monitors grant applications and requirements in conjunction with City managers and the preparation of final grant reporting.
- Responsible for the administration of the application of the Home Owner Grants and prepares returns and reconciliations as necessary for the Provincial Government.
- Assist with the preparation of the annual municipal reporting forms as required by the provincial government.
- Research and prepare reports, or analysis as may be necessary on special projects or assignments that may be assigned from time to time.
- Assist in the arrangement of debt financing.
- Assist in the preparation of financial records for submission to Council as required.
- In the absence of the Chief Financial Officer, advise the Chief Administrative Officer if there is any indication that budgeted funds might be over expended and offer recommendations on courses of action or options that may be taken.
- Acts as Accounting Clerk I or II in his/her absence.
- Assist other office staff as required.
- Perform other related duties as required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

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**SUPERVISION RECEIVED AND EXERCISED:**

**Immediate Supervisor:** Chief Financial Officer

**Positions directly supervised  
by this position:**

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**EDUCATION, KNOWLEDGE AND SKILLS:**

**ESSENTIAL:**

- Education:** Completion of a third year in a designated accounting program (CMA, CGA or CA) or equivalent experience and education. Currently enrolled in a professional program working towards an accounting designation.
- Experience:** 5 years municipal financial accounting or similar environment. 1-2 years of supervisory experience.
- Licences/Certificates** Valid BC Driver's Licence
- Specific Skills**
- Strong interpersonal, verbal and written communication skills. Ability to communicate effectively (verbally and written) with staff, public and other agencies.
  - Competence in general office procedures and proficient in the use of equipment and computers, acquired through generally recognized course work, practical work experience.
  - General understanding and knowledge of *Local Government Act, Community Charter* and specific financial requirements
- Special requirements:** Thorough knowledge of Excel, Word, Council Views ,and Vadim accounting software would be an asset.

**DESIRABLE:**

- Education:** Accounting designation (CA, CGA, CM)
- Experience:**
- Licences/Certificates:**
- Specific Skills**
- Special requirements:**

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**JOB DESCRIPTION APPROVAL AND DESIGNATION**

- Full-Time:**
- Part-Time:**
- Permanent:**
- Temporary:**
- Casual:**

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Signature  
Department Head:

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Signature  
Chief Administrative Officer:

**Pay Grade: 9 - 10**

Effective Date: June 1, 2013