

Financial Accountant

Salary (\$59,386.72 – \$74,233.40)

CLOSING DATE: November 12, 2023

YOUR OPPORTUNITY

Are you looking to join a growing organization where you are valued, supported, and welcomed as an active member of the Finance Team? If yes, then this might be the opportunity for you!

The Financial Accountant plays a key role for the Town of Oromocto by ensuring that all financial transactions within the Town are properly recorded and that adequate accounting and financial controls are maintained. The Financial Accountant will support and execute the improvement and optimization of financial accounting processes and technology across all departments within the Town. This includes evaluating, planning, and implementing the improvements in the financial accounting processes and practices as well as developing plans to support the organization through various stages of change.

WHY OROMOCTO

Oromocto is located within the Capital Region of New Brunswick and is home to the Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10 km radius. The Town of Oromocto provides all the advantages of a well-served urban centre yet prides itself on having small-town ambiance. Its multitude of trails, parks, and rivers is an outdoor enthusiast's dream and contributes to the overall quality of life. Oromocto is just minutes from the international airport, 15 minutes from Fredericton and an hour from the City of Saint John. We are a vital community with outstanding municipal services, a reliable labour force and an exciting quality of life.

WHAT WE OFFER

- 1.25 days/month of vacation
- 1.50 days/month of sick credits
- Defined Benefit Pension Plan
- Comprehensive benefits package or Benefit Allowance
- Opportunities for professional development and training
- Employee and Family Assistance Program (EFAP) and services

DUTIES & RESPONSIBILITIES

Financial Operations and Process Improvement

- Prepare and review monthly financial reports.
- Preparation for annual audit, assist with account reconciliation and working papers.
- Ensure that all sub-ledger transactions are posted to the General Ledger and reconciled monthly.
- Prepare monthly recurring journal entries for posting to General Ledger.
- Analyze and reconcile General Ledger Accounts.

- Prepare interfund account transfers.
- Complete quarterly HST return and ensure compliance with current HST rulings and regulations.
- Analyze revenue and expenditures against budgets.
- Support Department Heads and Supervisors during budgeting process, including maintaining accuracy of spreadsheets and analysis.
- Complete various annual Statistics Canada surveys and reports.
- Provide support for Pioneer Days as requested, count and deposit large cash amounts, arrange for keys and lock up for night deposits.
- Complete general ledger year-end closing entries and analyze accounts to identify necessary year-end accruals.
- Records Management – prepare records for archives, maintain index, prepare documents for destruction, locate records when requested.
- EOC security position if required.
- Attend Department Head meetings, Council in Committee meetings, and Regular Session of Council when Treasurer is absent.
- Carry out special assignments within or related to accounting as required. This requires knowledge of the organization's systems and the ability to analyze information and develop non-standard reports and statements.
- Will lead or participate in financial accounting process improvement, change management and projects.
- Development, maintenance, and modification of custom reports and data extracts in a variety of report-building tools.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor of Business Administration with a concentration in accounting or finance.
- 3-5 years recent experience in an accounting / finance role.
- Completion or desire to complete Professional Designation such as CPA.
- Demonstrated experience and success in process improvement, project planning and implementation, results orientated and the ability to influence others.

ASSET QUALIFICATIONS

- Specific training and / or experience in the use of Sage Accounting Software, SQL and Crystal Reports.

APPLYING FOR THIS POSITION

Your résumé and cover letter must clearly demonstrate how you meet the requirements of the position. Please include any educational Degrees, Diplomas and/or Certificates that are relevant and required for this position.

Applications can be sent in confidence to:

Town of Oromocto, Human Resources
hr@oromocto.ca

CLOSING DATE: November 12, 2023

Thank you for your interest, however only those candidates selected for an interview will be contacted.