



THE TOWN OF ANTIGONISH

Position: Accounting Manager

Department: Corporate Services

Date: March 2017

Reports to: Director of Corporate Services

Location: Town Hall

General Accountability

Under the direct supervision of the Director of Corporate Services, the Accounting Manager is responsible for finance and accounting activities as delegated by the Director. This role is the key day-to-day accounting position for the Town. Primary responsibilities include timely preparation of monthly financial and departmental reporting including variance analyses, supporting reports for budget, ensuring appropriate revenue and expenditure allocations for all funds, bank reconciliations for the various accounts, assisting with annual audit preparations, preparation of reports for Provincial and Federal Governments, and assistance with the annual budget process. In addition, the Manager will supervise finance and front office staff and provide assistance to other management and staff as required.

Responsibilities

General Ledger (G/L):

- Maintain General Ledger Chart of Accounts;
- Review G/L balances for proper distribution of revenue and expenditures in accordance with current policies and the Provincial Financial Reporting and Accounting Manual (FRAM);
- Ensuring monthly reconciliations, including all subledger reconciliations, prepared by finance staff are prepared and ready for Director's sign off;
- Maintain detailed fixed assets subledger;
- Maintain list of assets and relevant details required for insurance coverage;
- Determine and record any other entries as required.



Banking:

- Ensure all bank accounts are reconciled on a timely basis;
- Ensure all bank initiated transactions are properly recorded and interest is appropriately allocated as may be required;
- Determine and initiate bank transfers as required and ensure interfund balances are funded on a timely basis.

Accounts Receivable:

- Approve accounts receivable adjustments;
- Monitor aged accounts receivable and review for purposes of making a recommendation on an appropriate allowance;
- Supervise Tax Sale process for outstanding taxes and provide assistance as required;
- Supervise and assist with collection procedures on receivable accounts in accordance with established procedures;
- Backup for Payroll and AP. Ensure all reporting for AP and Payroll is completed correctly.
- Ensure reports are balanced and records are properly maintained
- Ensure weekly and monthly billing processing for all Town business is completed accurately and timely;
- Responsible for initiating and creating debit and credit memos;
- Provide solutions to invoices with problem by carrying out relevant investigation;
- Ensure all incoming and outgoing mails are processed;
- Operate and examine payroll register and reports to detect possible errors for correction;
- Ensure accurate records of payroll by carrying out regular system updates in areas like status changes, benefits deductions, time off accruals, and tax withholdings;
- Provide support to staff related to garnishments, child support orders, any other involuntary deductions for appropriate deduction and payment;
- Reconciles processed work by verifying entries and comparing system reports to balances;
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments;
- Develops new systems and approaches to work;
- Ensures full maximization of existing resources including Diamond.
- Analysis old accounts for write-offs;
- Provides support to administration staff related to payment arrangements;
- Maintains accounting ledgers by verifying and posting account transactions;
- Responsible for petty cash by recording entry; verifying documentation;
- Protects organization's value by keeping information confidential;

**Accounts Payable:**

- Review all cheques (or other payment type) to supporting invoices and documents prior to submission for cheque signing or other payment method.

Financial Reporting:

- Prepare monthly financial statements and departmental reports, perform variance analyses, and review with Director of Corporate Services and Department heads as may be required;
- Timely preparation and submission of all Provincial and Nova Scotia Utility and Review Board reporting requirements;
- Review established policies and procedures and make recommendations for changes and improvements as necessary;
- Reviewing processes and procedures and making recommendations for improvement.

Audit:

- Work with the Director of Corporate services on preparation for the audit;
- Ensure all account analyses and reconciliations are complete and accurate prior to commencement of year end audit timelines;
- Support the audit process with the preparation of working papers, lead sheets, financial statements and other information or reports as required by the Director.

Supervisory:

- Direct supervision over, and perform annual performance reviews in accordance with the Town's Performance Management Program, for the following positions: Water Clerk, Electric/Tax Clerk, and Senior Accounting Clerk.

Staff Support:

- Competent in all areas of the Department, will provide support to Finance staff members included in the Supervisory section above, and the Director, during vacations and/or illness.

Customer Service and Departmental Activities:

- Provide assistance to the general public, answer phones, front counter customer service, as required;
- Respond to incoming complaints within the scope of authority and/or redirect accordingly;
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Participate in departmental and town organized training and development activities in addition to attending career development training;
- Deals with Records Management related to Corporate Services;
- Other assigned responsibilities within the scope of the position.

Qualifications:



- Degree in Business with accounting major and Professional Accounting Designation (CPA, CA; CPA, CGA; CPA, CMA) preferred;
- Minimum of five years post graduate experience, preferably in a municipal government environment;
- Preference for candidates with experience in fund accounting;
- Experience in personnel management preferred;
- Excellent knowledge of all finance and accounting functions;
- Working knowledge of computer applications;
- Preference given to candidates with experience with Diamond.

Additional Skills and Abilities:

- Excellent interpersonal and communication skills;
- Excellent organizational skills;
- Possess problem solving ability, be self-directed, demonstrate the ability to work to meet deadlines, possess a high level of attention to detail, and have the ability to multi-task.

Additional Information:

- Office environment;
- Required to maintain confidentiality;
- Criminal Record Check.

Relationships*Internal:*

The Manager of Accounting will work closely with the other employees in the Administration Office. They will also develop working relationships with all members in other Departments of the Town.

External:

Externally, they will liaise with outside companies and organisations that are Service Providers. They will interact with Auditors, Departments and contacts at other municipalities, citizens and customers of government, the water and electric utilities and the wind farm.