



## **JOB DESCRIPTION**

**TITLE:                   MANAGER, ACCOUNTING SERVICES**

**DEPARTMENT:        Finance**

**Position Last Evaluated: Feb 2015  
Job Desc. Last Updated: May 2019**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Director of Finance, the Manager, Accounting Services is responsible for the general accounting functions of the City of Nanaimo and is responsible for the accuracy, completeness and timeliness of all municipal accounting records and reports. The incumbent manages and directs Accounting Services staff and is responsible for the preparation of financial reports, carrying out audits, special projects of a financial nature, and providing advice and guidance on financial matters to Council and senior staff.

The incumbent exercises considerable independent judgement and action in his/her daily work and only matters of major impact or policy are referred to the Director.

### **NATURE AND SCOPE OF WORK**

Organizes, directs and controls the activities of personnel engaged in internal financial control, accounts payable, general ledger, and financial reporting systems.

Responsible for the selection and appointment of staff, employee evaluations, recommends promotions, disciplinary action and training requests. Confers with department staff and their representatives to resolve complaints and grievances. Reviews effectiveness of assignments and provides advice and guidance and assists staff with difficult administrative and technical problems.

Oversees the preparation of financial statements and reports; summarizes the City's financial position in areas of income, expenses and earnings; evaluates requirements for funds and manages the City's cash flow. Responsible for maintaining a system to track Letters of Credit and other security held by the City.

Provides financial information to Council, staff, media and the general public.

Develops, implements and administers internal financial control measures.

### **NATURE AND SCOPE OF WORK**

Develops and implements financial policies and procedures to enhance the efficiency of the Department.

Acts as a Financial Signing Officer.

Attends meetings of Council, Committees of Council and associated bodies at the request of the Director of Finance and provides advice and guidance as required.

Interprets pertinent bylaws, statutes and regulations and provides recommendations and advice on related issues.

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

Thorough knowledge of financial and accounting principles, practices and procedures specifically related to local government.

Thorough knowledge of the statutes, regulations, and bylaws that relate to the duties of this position, including but not limited to the Community Charter, Excise Tax Act, Financial Information Act, Public Sector Accounting Board regulations.

Thorough knowledge of personal and ERP (Enterprise Resource Planning) computer applications.

Ability to develop new systems and procedures to meet changing information technology requirements.

Ability to plan, organize, manage, direct and monitor programs, services and personnel.

Ability to interpret legislation, regulations and municipal bylaws and to prepare new bylaws and amendments for Council consideration

Ability to interpret, report and provide advice and guidance to senior management and Council on a variety of accounting and financial management matters; ability to produce clear and concise financial statements and reports, including recommendations.

Ability to meet and deal tactfully, efficiently and effectively with City staff, Council members and other officials, business and the general public.

Ability to communicate effectively, verbally and in writing.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of a recognized British Columbia Professional Accounting Designation (CPA) and 5 years' related experience in a variety of accounting practices, including 3 years' in a management supervisory role in municipal government.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED (Cont)**

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Satisfactory Criminal Record Check.

Possession of a valid Class 5 BC Driver's License.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.