



THE CORPORATION OF THE COUNTY OF WELLINGTON

Treasury Department
Financial Services Division

Requires a
Accounting Analyst

Under the direction of the Capital Budget and Accounting Manager, the Accounting Analyst will be responsible for the timely and accurate processing of corporate accounting information. The position requires a proficiency in the areas of account reconciliations, problem solving, process improvement and financial analysis. This position requires the ability to work well with others in a team atmosphere with minimal supervision.

The minimum qualifications for this position include:

- Four year degree or equivalent in accounting, business or other related field.
- Completion of courses towards the Chartered Professional Accounting (CPA) designation preferred.
- Minimum four years of experience or equivalent in a municipal financial setting.
- Knowledge of public finance and fiscal planning.
- Knowledge of municipal financial reporting requirements.
- Superior customer service, communication and problem solving skills.
- Ability to work in a team environment with staff with a wide range of financial experience and knowledge.
- Experience with Windows based financials; proficient user of Microsoft Word and Excel.
- Excellent computer skills and experience dealing with financial software; experience with Oracle JD Edwards Enterprise One would be considered an asset.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

This position offers a comprehensive benefit package and a salary range of \$78,005.20 to \$91,236.60 (2022 Non-Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #007-23 by January 27, 2023 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Accounting Analyst	Reports to: Capital Budget and Accounting Manager or Operating Budget and Cash Manager
Department: Treasury	Positions Supervised: None
Effective: May 2011	Revised: March 2021

BASIC FUNCTION

Under the direction of the Capital Budget and Accounting Manager or the Operating Budget and Cash Manager, the Accounting Analyst will be responsible for the timely and accurate processing of corporate accounting information. The position requires a proficiency in the areas of account reconciliations, problem solving, process improvement and financial analysis. This position requires the ability to work well with others in a team atmosphere with minimal supervision.

PRINCIPAL AND/OR BACK-UP RESPONSIBILITIES:

- Assist with the preparation of statutory and financial management reporting for the County including the Financial Information Return (FIR), annual audited financial statements and working papers, solar panel year-end tax return and Long Term Care facility reporting.
- Departmental lead for corporate financial and commodity tax audits
- Provide advice to County departments and operations on accounting matters.
- Prepare balance sheet account reconciliations and analysis
- Monitor corporate daily banking transactions, complete monthly bank account reconciliations, follow up on outstanding bank items, returned cheques and recovery of funds
- Provide training and user support to County staff with respect to the financial system and assist with system management, testing and implementations.
- Acts as the Treasury department subject matter expert for the implementation of new payment option initiatives, account coding, federal and provincial tax matters, and monitoring the integrity of the financial system
- Prepares and submits all necessary HST returns and self-assessment claims and maintains up to date tax codes in the corporate financial system.
- Prepares monthly, quarterly and semi-annual billing to other municipalities.
- Maintain tracking of County lease agreements and prepares annual operating lease and escalation billing for properties where the county is the lessor
- Oversees the employee and Councillor expense reimbursement process and preparation of annual report to Committee.
- Reviews payroll journal entries to ensure proper work order coding prior to posting.
- Works with the payroll department to ensure proper payroll, employee benefit and Ontario Municipal Employees Retirement System (OMERS) remittances.
- Perform various month end and year end processes including recording revenue, payroll related expenditures, journal entries and accruals

- Calculate Automobile Taxable Benefits, compile listing of taxable benefits paid to Councillors and forward to payroll. Review year-end payroll to ensure accurate reporting of taxable benefits.
- Process and reconcile internal recoveries and charges.
- Coordinate records management activities for the department to ensure compliance with the County records retention by-law.
- Review and approve Accounts Payable batches.
- Provide input into the development of corporate Treasury policies such as cash handling Provide leadership, advice, guidance and back up assistance to the Accounting Clerks.
- Other duties and special projects as assigned.

PROBLEM SOLVING RESPONSIBILITIES

- Ensuring integrity of chart of accounts.
- Resolving account and business unit coding errors.
- Trouble shooting reports to ensure accurate results.
- Reconciling conflicting reports and statements.
- Meeting tight monthly financial reporting deadlines.

CONTACTS

- Internal: County employees at all levels
- External: Provincial staff, bankers, auditors, lawyers, Canada Revenue Agency

MINIMUM QUALIFICATIONS

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OTHER

- Location: County of Wellington Administration Centre, 74 Woolwich Street, Guelph; flexibility of location may be required.
- Hours of Work: Monday to Friday, 35 hours per week; flexibility of hours may be required.