



## **MANAGER OF ACCOUNTING & FINANCIAL SERVICES**

### **JOB DESCRIPTION**

**Reports to:** Assistant CAO

**Subordinate Positions:** Accounting Assistant  
Accounting Clerk – A/P  
Accounting Clerk – A/R  
Tax Coordinator  
Utilities Clerk/Receptionist  
Planning & Operations Clerk (as related to front office duties)

### **FULL TIME POSITION**

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**Summary:** Supervises and oversees the daily, monthly and yearly operation of the financial processes, activities and reporting. Prepares financial reports for administration and provides backup support to office staff.

### **Typical Duties:**

1. Coordinates the activities of staff in the Town Office to ensure data is available and processed in time to meet financial reporting and billing deadlines.
2. Hire, train, develop and evaluate subordinate staff and direct their activities.
3. Supervises and acts as backup support for the processing of bi-weekly payroll runs, records of employment, payroll benefit maintenance, and preparation of year-end T-4's and T-4 Supplementary Reports. Summarizes payroll costs and prepares monthly payroll journal entries to the General Ledger. Prepares applications, process monthly and final accounting reports for all temporary employment grant claims to appropriate authorities. Maintains sick leave, time-in-lieu and vacation record binder.
4. Maintains the General Ledger inclusive of monthly and year-end journal entries and accounts reconciliation. Reviews financial and related accounting reports for accuracy and investigates variances
5. Prepares various grant applications as requested by Assistant CAO, monitor grant expenditures and prepare final accounting grant reports to appropriate authorities.

6. Prepares Debenture Applications as required and compiles and maintains Debenture Register.
7. Prepares Monthly Bank and Term Deposit Reconciliation.
8. Prepares period/year end GL journal entries, prepares supporting financial working papers, and reconciles sub-ledgers.
9. Completes various analysis such as revenue and expense, cash flow, cost/benefit, cost summaries, etc.
10. Maintains Fixed Asset Registers.
11. Assists Assistant CAO in monitoring cash flow and investments. Books term deposits, T-bills, etc.
12. Assists in preparation and maintenance of annual Operating and Capital Budgets.
13. Assists with the preparation of policies and procedures as required.
14. Functions as Resource Person for Union Contract Negotiations.
15. Supervise preparation and mail bi-weekly invoices and monthly statements for miscellaneous Accounts Receivable.
16. Supervises collection duties of all overdue accounts (utility accounts, business tax, business license, mobile home, accounts receivable, other, etc.).
17. Performs other tasks as required by Supervisor.

## **Limits**

This job description is not a definitive enumeration of its scope, but represents a general overview of what can be expected in this type of work. The incumbent may be required to perform duties that, although not directly related, are recognized by the Town of Stettler as a component of the position.

## **Job Hazards include but not limited to:**

Ergonomics (posture; neck/eye/back/wrist strains)  
Threats (biological/radiological/chemical/explosive through mail/parcels)  
Violence/Robbery (patrons and staff)  
Pinch Points (folder/storage file)  
Cutting (paper cutter/shredder)  
Heavy Lifting (storage boxes)

## **Minimum Qualifications**

Minimum Grade 12 with post-secondary education  
Effective communication and organizational skills  
Ability to work with the public in an effective and pleasant manner  
Self-motivated  
Competent in MS Office

## **Additional Certification that may be obtained to enhance the qualifications for the Office Administrator:**

Accounting Designation  
NACLA Level 1 and Level 2  
Certified Local Government Manager

All applications must be submitted by 4:30 p.m. on Tuesday, September 26<sup>th</sup>, 2023. Resumes and cover letters may be submitted to the Town Office at 5031 – 50 street or emailed in PDF format to Kim Hymers at [khymers@stettler.net](mailto:khymers@stettler.net). We appreciate all applications. However, only those selected for an interview will be contacted.