

## TOWNSHIP OF NORTH DUNDAS

### JOB DESCRIPTION

<b>JOB TITLE:</b> Accounting and Asset Management Coordinator	<b>LAST REVISION DATE:</b> July 2023
<b>REPORTS TO:</b> Treasurer/Director of Finance	<b>APPROVED BY:</b> Council
<b>WAGE GRID LEVEL:</b> Grade 5 (\$60,534 to \$72,064 – 2024 rate)	<b>EFFECTIVE DATE:</b> June 2024

#### Position Summary:

The successful candidate will be responsible for the continued development and maintenance of the municipality's asset management plan as well as all payroll-related duties. Other assigned duties may include (but are not limited to), bank reconciliations, preparation of journal entries, compiling, reviewing, analyzing and reporting financial data for internal and external stakeholders. The position requires a motivated, detail-oriented individual who can work with department heads on data collection, updating existing asset information, and the creation of ad-hoc analysis and reports using the provided software.

#### Education and Experience:

- A post-secondary diploma/university degree in Business Administration, Accounting, Asset Management or an equivalent combination of education, qualifications and experience (two years of relevant experience in accounting/financial analysis, preferably in a municipal or public sector environment).
- Proficient in the use of Microsoft Suite, (Word, Outlook, Excel, Access).
- Solution-oriented with excellent written, verbal and interpersonal communications skills.
- Possession of a valid Ontario Class "G" Driver's License.
- Additional knowledge and/or experience that would be considered an asset:
  - Knowledge of Infrastructure lifecycle/financial reporting practices.
  - Working knowledge of GAAP, PSAB (Public Sector Accounting Board) standards, and municipal government processes for capital assets.
  - Certification and/or seminars in Asset Management.
  - Experience with Vadim software/electronic timesheets.
- Ability to manage and coordinate a wide variety of tasks and responsibilities and respect timelines.
- Strong ability to critically and strategically analyze and research subject matters and provide sound advice.
- Willingness and ability to learn and apply new technology as it relates to financial software and systems.

- Excellent interpersonal, organizational, analytical, problem-solving, communication, research, financial and time management skills.
- Ability to build strong professional relationships with internal and external stakeholders; commitment to confidentiality and professional ethics.

**Duties and Responsibilities:**

- Ensure the completion of payroll processing for township staff on a biweekly basis, and quarterly for fire departments.
- Responsibility for TCA (Tangible Capital Asset) accounting, including compilation and reporting, data entry and calculation of annual depreciation amounts.
- Update existing AMP (Asset Management Plan) – work closely with Public Works and other departments to ensure plan is up-to-date and accurate.
- Manage and maintain our capital asset binders and PSAB documentation in relation to acquisitions, disposals, and write-downs, assist department managers in managing their capital projects and budgets.
- Analyze and maintain the asset management databases in addition to performing lifecycle analysis for evidence-based decision-making related to the rehabilitation, upgrade, installation, or extension of the municipality's various infrastructure assets.
- Assist in providing leadership, direction and support on asset management activities for the municipality, in particular with the asset management IT platform and database management.
- Assist in monitoring, maintaining and adjusting the Treasury Department's long-range capital plan and financial budget.
- Support other municipal departments' activities in implementing their operational objectives.
- Assist in providing timely and accurate financial information as required, to Finance and to other departments throughout the municipality
- Assist in the preparation of balance sheet account reconciliations, year-end working papers and other financial information required for the preparation of year-end financial statements.
- Perform other related duties, as required, and within the scope of her/his abilities.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**

The Municipality of North Dundas is an equal-opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls, please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.