

Corporate Accounting Manager

Corporate Services Department

Finance Branch

Posting No. 558(292)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Plans, organizes, directs and controls the operation of the Corporate accounting system.
2. Plans, organizes, directs and controls the City's year end processes and reporting activities in accordance with professional standards and generally accepted accounting practices.
3. Ensures the City's tangible capital assets are properly recorded for financial statement purposes.
4. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary. Plans and approves staff development. Responsible for performance management and disciplinary action when required.
5. Plans, controls, analyzes and reports on the City's monthly financial results including forecasting and budget to actual variances.
6. Provides confidential recommendations regarding financial matters and financial policy direction and consultation to civic departments, boards and commissions.
7. Ensures compliance with the financial policies and practices of the Corporation; with applicable negotiated agreements and municipal, Provincial and federal laws and regulations.
8. Administers Corporate GST and PST tax systems, ensuring compliance with existing federal and provincial tax acts.
9. Oversees specialized Corporate and departmental accounting functions, including reconciliation, maintenance and enhancement of subsidiary systems etc.
10. Devises and recommends changes and enhancements to Corporate and departmental accounting procedures, policies and systems to ensure that internal control objectives are met.
11. Performs other related duties as assigned.

QUALIFICATIONS:

- Possession of a recognized C.A., C.M.A. or C.G.A. accounting designation.
- Seven to nine years' progressively responsible experience in financial management.
- Thorough knowledge of payroll and employee benefits administration.
- Thorough knowledge of GST and PST legislation.
- Considerable knowledge of automated financial systems and processes.
- Demonstrated ability to prepare and present a variety of reports and to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with all levels of civic staff, including senior administration and elected officials.
- Ability to direct and support staff in achieving desired results.

SALARY:

\$87,917 to \$103,303 per annum.

For further information regarding this position, contact Human Resources.

Applications are to be received in Human Resources (City Hall) by 5:00 p.m. on Wednesday, November 7, 2012.