

Accountant 17

Utility Services Department
Business Administration Branch

(Temporary for approximately two years)

Posting No. 544(59)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Assists with the preparation of, or prepares, reports regarding capital and operating budgets, as required.
2. Acts as a technical resource for the clerical and accounting staff, as required.
3. Provides direction, as necessary, to ensure proper accounting processes are completed within the required time-lines.
4. Assists with the preparation of capital and operating budgets.
5. Analyses actual costs and revenue; reconciles actual costs to estimates, and submits reports to the Accounting Coordinator, as required.
6. Participates in business process reviews, as required.
7. Participates in systems design and implementation, as required, ensuring adequate internal controls are present.
8. Assists with reporting and preparing claims for projects which are cost-shared between internal and external stakeholders.
9. Establishes and maintains liaison, as directed, with the Corporate Services Department to solve and rectify accounting issues.
10. Assists with the administration and accounting functions of the Department.
11. Performs other related duties as assigned.

QUALIFICATIONS:

- Possession of a professional accounting designation; i.e. C.M.A., C.G.A. or C.A.
- Three years' related experience.
- Thorough knowledge of the principles and practices of cost accounting.
- Demonstrated ability to prepare and present accounting and financial reports.
- Ability to establish and maintain effective working relationships with staff.
- Ability to direct and support staff to achieve results.
- Ability to negotiate "win-win" agreements by involving stake-holders, dialogue, resolving problems and building consensus.
- Ability to express ideas and concepts effectively, orally and in writing.

SALARY:

\$5,152.66 to \$5,680.82 per month.

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, October 31, 2012.