

TOWN OF STRATFORD - JOB DESCRIPTION			
POSITION:	Special Project Accountant	JOB NUMBER:	No.
SALARY RANGE:	Level 6.0, 37.5 hours per week	ESTABLISHED:	May 2018
RESPONSIBLE TO:	Director of Finance and Technology	REVISED:	

NATURE OF WORK:

- This is a responsible position assisting the Director of Finance & Technology in carrying out the financial activities of the Town;
- The Special Project Accountant will provide accounting and bookkeeping services for special projects involving all Town entities;
- The Special Project Accountant is expected to function with a high degree of independence and to be committed to the goals and objectives of the Town;
- The Special Project Accountant is expected to incorporate a high level of attention to detail in their performance of duties.

DUTIES AND RESPONSIBILITIES:

- Develop a comprehensive approach to asset management for the Town;
- Assist with the management and implementation of other Town projects and initiatives as assigned by the Director of Finance;
- To assist with the implementation of new financial and asset management software;
- Attend training on new financial and asset management software;
- Assist staff with switch to new software and provide technical support as required;
- Review the complete asset inventory for the Town of Stratford and its entities;
- Source existing financial data on assets original cost, and operating expenses;
- Research best practices for estimating original and replacement costs for assets without existing data and ensure compliance to PSAB accounting standards;
- Insert existing or estimated costs for each asset into the financial/asset management software;
- Prepare lifecycle cost reports and summaries for each asset and asset class;
- Assess and report on the capability of the software for planned asset management activities;
- Develop an asset condition assessment approach;
- Review age and other existing information regarding the condition of assets;
- Input existing asset condition information into the financial and asset management software for each asset;
- Research best practices for assessing the conditions of assets;
- Recommend additional practices to assess the condition of assets where deficiencies exist;
- To assist with the switch over to metering from flat rate billing on our utility billing system;
- To assist with roll over of data from current software systems to new financial software systems;
- To provide administrative support to Town and Utility staff including typing and word processing, dealing with public inquiries, and assistance with correspondence, etc.;
- To maintain confidentiality of records and information;
- To receive incoming calls when required and fill in for other Town staff during their absence, as assigned;
- Ensure that the Towns financial records are in compliance with Public Sector Accounting Standards(PSAB);
- Ensure that any new policy or plan created is in compliance with the Municipal Government Act (MGA) of PEI;
- To perform other duties as assigned from time to time by the Director of Finance & Technology.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of municipal administration and finance;
- Knowledge of manual and computerised accounting systems;
- Knowledge of accounting methods, procedures and sound judgement;
- Strong interpersonal and communications skills and the ability to multi-task;
- Competency in computer applications in the Windows environment including word processing and spreadsheets programs;
- Experience working in a public sector environment and knowledge of Canadian Public Sector Accounting standards would be considered an asset;
- Knowledge of GIS systems would be an asset.

TRAINING AND EXPERIENCE:

- Post secondary diploma in Accounting, Office Administration or Business Administration;
- A minimum of two(2) years of professional accounting experience is required;
- Must have a professional accounting designation (CPA);
- An equivalent combination of education or experience may be considered.