



The Town Office is currently seeking ACCOUNTANT applications from individuals who excel in financial reporting, budgeting and assessing risk. The preferred candidates will be qualified and community minded, with a desire to guide our town to it's full potential through sound financial decisions and forecasting.

The Town of Unity offers an attractive benefit package that includes a defined pension plan (MEPP), health, dental, vision and life insurance. This position has routine office hours, with the occasional attendance required at events and meetings outside of the regular hours.

Our West Central Saskatchewan residents enjoy peaceful surroundings with exposure to various sports, clubs, schools, outdoors activities, and services. If you have a strong background in accounting, excellent attention to detail, and a passion for contributing to the financial health of our community, we encourage you to apply.

**Key Responsibilities:**

**Financial Management:** Manage the municipality's financial resources, including budgeting, financial reporting, and cash management.

**General Ledger:** Maintain accurate and up-to-date records in the general ledger, reconciling accounts and resolving discrepancies.

**Financial Analysis:** Prepare timely financial statements and reports, analyze financial data, and provide recommendations to Mayor and Council to improve fiscal responsibility. Guide budgets and capital projects to ensure all departments can operate at an optimum level

**Auditing:** Liaison with internal and external auditors, ensuring compliance with relevant, and continually changing, laws and regulations.

**Financial Software:** Utilize MuniSoft software for data entry, reporting, reconciliation, and analysis.

**Preference given to:**

- Combined accounting education and related experience.
- Strong analytical and problem-solving skills.
- Effective communication and interpersonal skills.
- Proven communication and public relations skills.
- Knowledge of municipal financial regulations, certificate of Local Government Administration, and experience with MuniSoft are considered assets, however not required for hire.

*Join us in contributing to the financial well-being of our community!*

**Resumes must include relevant work experiences, education, and work-related references.**

Submit resume / questions to: [sgodin@townofunity.com](mailto:sgodin@townofunity.com)

Position open until filled. Desirable candidates will be contacted for interview upon receipt of application.



## **POLICY & PROCEDURE**

**Title:** DoF Accountant

**Category:** Administration

**Date:** September 27, 2022

**Authority:** CAO

**Policy No.:** 8.3.5

### **POLICY STATEMENT**

This policy statement establishes the job description for the position described herein.

### **POLICY**

1. The Town of Unity establishes that in accordance with the organizational chart for the Town, this position is out of scope.
2. This position involves all aspects of finance administration and reports to the Chief Administrative Officer.

### **DUTIES AND RESPONSIBILITIES**

- Maintains an up-to-date General Ledger as well as subsidiary ledgers.
- Preparation of monthly Bank Reconciliation statements.
- Analysis and Preparation of yearly budgets.
- Prepares, monitors and is responsible for managing the department (General Government) operational plan within the approved budget.

- Financial Reporting
  - Monthly and year end school liability statements.
  - Quarterly GST Returns.
  - Annual PST Returns
- Governmental Reporting as and when required:
  - Gas Tax Fund
  - Infrastructure Investment Plan
  - Asset Management Reporting
- Financial and nonfinancial planning.
- Research, review and write policies and bylaws as instructed by CAO.
- Research, and review tender documents, agreements, and other legal documents as instructed by the CAO.
- Research, review and recommend up to date financial practices.
- Research, review and recommend up to date efficient operating procedures.
- Analyze internal control deficiencies and recommend corrective measures.
- Cost-Benefit analysis and feasibility review of Capital projects.
- Analyze capital and operation cost overruns and recommend corrective measures.
- Ongoing expenses and revenue analysis.
- Negotiate contracts and prices with vendors and suppliers as required.
- Research, analyze and negotiate financing for projects and purchases as required.
- Provide support to other department heads as and when required.
- Audit – Interim/Year End Audit preparations and presentation.
- Performs other related duties as may be assigned by the CAO.

**PREFERRED QUALIFICATIONS AND CREDENTIALS:**

- Professional Accounting Designation (CGA, CMA, CA, CPA – Chartered Professional Accountant)
- Other Education and/or experience may be considered, including, but not limited to: Diploma in Business Administration with major in Accounting, Diploma in Accounting, etc.
- Certificate in Local Government Administration (LGA) – Standard Certificate
- Bondable
- Courteous and helpful attitude toward the public, and other employees in a team environment.

**Document Revision History**  
 Previous revision history not tracked