

## Senior Accountant

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### **DEFINITION**

This position performs advanced and/or supervisory level professional accounting work.

Employees in this class perform highly complex and responsible accounting and related financial duties. Employees exercise a significant amount of financial controllership in a large and diversified accounting operation, or work from a corporate perspective to provide departments with a variety of financial advisory and consultative services. The nature of the work requires employees to provide high level financial advice and recommendations to senior managers in areas such as financial planning, system development and analysis and development of internal accounting control mechanisms.

Work at this level is completed with considerable independence, and necessitates only limited direction from a superior with regard to the completion of financial objectives. Supervision is usually exercised over professional accountants and/or technical accounting subordinates.

Work at this level is distinguished from the Accountant level by the increased job scope and level of responsibility for decision making and by the greater degree of control and accountability for financial results, plus complexity and diversity.

### **TYPICAL DUTIES\***

Ensures the financial support and services necessary to satisfy the day-to-day financial information needs of client departments are provided.

Provides financial expertise and consultative services to departmental managers to ensure adherence to financial policy and procedures and to ensure the effectiveness of internal controls as well as financial systems.

Co-ordinates and recommends year end financial statements.

Administers financial control and responsibility over a major phase within an extensive accounting operation.

Administers financial control over operating and capital expenditures, provides financial advice and expertise in account reconciliation and ensures the development and implementation of adequate fiscal controls and reporting.

Supervises, plans and organizes the work of subordinates including the training and development of staff to ensure they are properly trained and delivering quality financial services.

Plans, organizes and ensures delivery of departmental staff training on the access to and use of financial systems relevant to their operations.

Consults with departmental management at all levels to determine financial and accounting requirements and develops necessary financial systems and models to measure results for decision making.

Reviews and designs internal accounting control mechanisms to ensure the accuracy and legitimacy of financial data.

Ensures a high level of financial control over property, assets and inventories.

Develops, implements and ensures maintenance of costing systems necessary to control financial data related to major capital projects.

Performs continuous process reviews and initiates the necessary change management practices.

Co-ordinates and directs the preparation of a variety of complex and diverse financial reports and statements.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Ability to plan, coordinate and direct a group of subordinates working within a major phase of accounting operation.

Ability to apply mentoring/coaching skills to promote, develop and maintain an effective working environment.

High level of analytical and conceptual skills to identify and resolve complex financial problems.

Thorough knowledge of corporate and departmental policy and procedures.

Evaluate and design financial control systems.

Thorough knowledge of the application of data processing in the maintenance and analysis of financial data.

Thorough knowledge of the corporate financial system and its inter-relationship to departmental accounting operations.

Ability to effectively communicate and effectively maintain working relationships with all levels of management and non-management personnel.

Ability to effectively allocate resources.

Technical proficiency in major financial and analytical software systems.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

A recognized professional accounting designation (CA, CMA, CGA) and five (5) years of progressively responsible financial management and supervisory experience.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1325		1326	
Last Updated:	2007-02			
Previous Updates:	1998-12			
Originated:				