

## CITY OF HAMILTON

### CORPORATE SERVICES DEPARTMENT (FINANCIAL SERVICES DIVISION – ACCOUNTING - LOCATION – 120 KING ST. W., 9<sup>th</sup> FLOOR)

#### CORPORATE REPORTING OFFICER – CUPE5167

##### JOB SUMMARY:

Reporting to the Manager, Accounting Services, perform accounting functions associated with the operation of Accounting Services Section within the Financial Services Division.

##### GENERAL DUTIES:

Compiles annual financial statements, schedules and notes for submission to auditors, management, Council and ratepayers.

Compiles annual Financial Information Return schedules for submission to the Province.

Co-ordinates year-end audit of the City of Hamilton's financial results and financial position.

Controls year-end financial information by developing data required with the auditors, requesting data from the staff in other departments and staff in other sections of Corporate Services; reviews data received for accuracy, completeness and relevancy and ensures timely receipt of data.

Analyzes and summarizes significant variances in the results reported in the annual financial statements, schedules, notes to the statements, financial information return schedules and working papers.

Controls adherence to established municipal accounting practices by analyzing balance sheet accounts to ensure the accounts are used for intended purposes and the balance is accurate and appropriate.

Reviews balance sheet accounts submitted by other staff to ensure accounts are used for intended purposes, reviews interfund transactions to ensure expenditure and revenue transactions between current budget, capital budget and reserves are accurate

Reconciles specific current, capital and balance sheet accounts including, but not limited to, specific bank accounts and deposits.

Reviews journal entries, account reconciliations and system-related postings for consistency, accuracy and completeness and follow-up with corrections where necessary.

Controls and manages the collection of information for financial reporting and accounting processes.

Reviews, improves and documents accounting procedures to improve controls, improves administrative and operational process efficiency and enhance audit efficiency.

Reviews and recommends changes to the processes and applications within the financial system (PeopleSoft General Ledger and Accounts Payable).

Instructs other staff members and assists in the training of City staff on HST/GST, ORST, municipal accounting and auditing processes.

Examines existing cost allocation methodologies and models, recommends and develops more equitable and consistent policies and procedures.

Develops spreadsheet applications to provide better financial information to management.

Prepares ad hoc reports for external auditors and management as required.

Initiates and processes journals for specific financial transactions. Approves AP invoices, AR Request for Invoices and cash receipts for specific goods and services, as required.

Assembles and maintains files of relevant information to support financial statements, schedules and notes, accounting transactions, Municipal Performance Measurement Program, HST/GST submission, WSIB, Pensions and account reconciliations.

Inputs, retrieves, manipulates, analyzes and summarizes data from financial system, banking system, pension investment statements, e-mail system, word processing and spreadsheet applications.

Receives and answers inquiries from staff, the public and government agencies.

Composes correspondence to various City department's internal staff and outside agencies.

Participates in special projects as required.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS:**

1. Demonstrated knowledge and working experience of accounting procedures at an intermediate level normally acquired through the completion of a Community College Diploma in Business Administration or an equivalent combination of education and relevant work experience.
2. Previous accounting experience preferably with a computerized government system reporting budget variances and commitments.
3. Experience in a computerized environment. Detailed working knowledge of MS Office XP (Word, Excel and database software). Knowledge of PeopleSoft considered an asset.
4. Must have the ability to communicate orally and in writing with staff, members of the public, elected and appointed officials.
5. Demonstrated ability to create spreadsheets and manipulate data in MS Excel.
6. Demonstrated ability to analyze accounting transactions and work with a minimum of supervision.
7. Municipal accounting experience is preferred.