

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES DIVISION – ACCOUNTING SERVICES - LOCATION - 120 KING ST. W., 9TH FLOOR)

ACCOUNT OFFICER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Accounting Services performs accounting functions associated with the operations of the Accounting Services Section.

GENERAL DUTIES

Reconcile bank accounts, such as general operating, payroll, accounts payable and trust funds.

Resolve discrepancies between transactions in the bank account and transactions in the general ledger.

Extract, review, analyze, manipulate and summarize data to facilitate the bank reconciliation process.

Develop processes and procedures to improve efficiencies and effectiveness of bank reconciliation processes.

Assist in year-end closing of City books.

Assist with preparation of the annual financial statements, schedules, notes and supporting documentation for the external auditors.

Assist with preparation of the annual Financial Information Return schedules and supporting documentation.

Input, retrieve, manipulate, analyze and summarize financial and non-financial data.

Process journals, cash receipts, cheque requisitions, requests for invoices.

Initiate, receive and answer inquiries from staff, the public, government agencies, financial institutions and external auditors. Compose various forms of written communication with the contacts.

Assemble and maintain files.

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

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Demonstrated knowledge of accounting theory, procedures and principles at an intermediate level normally acquired through the completion of a University Degree in Accounting/Business or an equivalent combination of education and relevant work experience.
2. Must have intermediate level experience in a computerized accounting environment. Peoplesoft Financials is considered an asset.
3. Must be able to create intermediate level spreadsheets in MS Excel and be able to manipulate data within spreadsheets.

4. Must be able to use existing corporate templates for MS Word to create correspondence and reports.
5. Ability to work effectively in a team and work independently.
6. Must be detailed oriented and highly organized and have effective communication and interpersonal skills.