

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

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

TANGIBLE CAPITAL ASSET ACCOUNTING SPECIALIST

SUMMARY OF DUTIES

Reporting to the Manager, Accounting Services will be responsible for the overall conception, planning, development and implementation of the City's tangible capital asset accounting program. Ensure compliance with the municipal financial reporting requirements, including the identification, classification, valuation and amortization of municipal tangible capital assets, as outlined in the Public Sector Accounting Board Section 3150 of the Canadian Institute of Chartered Accounts Handbook.

GENERAL DUTIES

Accountable for ensuring that the Tangible Capital Asset Accounting program, assigned project management, research and/or analysis is delivered with due consideration to the management of risk, in accordance with City, Provincial and Federal guidelines and in the most effective and efficient manner consistent with Council's Mission, Vision, Values and Goals.

Specific duties include (but not limited to):

- developing and implementing a detailed tangible capital asset accounting program
- leading project implementation teams
- identifying problem areas
- developing evaluation and monitoring tools for staff, program and organizational performance
- preparing background research
- providing advice and guidance on the program requirements and alternatives to work teams
- developing policies and procedures for accounting, financial reporting, finance and capital budgeting
- evaluating and implementing computer systems and information technology solutions
- developing and delivering presentations
- developing cost-benefit analysis, statistical analysis and financial analysis

Evaluate and make recommendations for improvements in various accounting, financial reporting, finance and budgeting areas by evaluating against internal and external benchmarks.

Design, recommend and may implement financial and capital budgetary strategies to improve performance, effectiveness, efficiency and strengthen the corporation's financial position.

Ensure timely, cost effective results in compliance with corporate and legislative requirements.

Responsible for managing projects and programs in a variety of staff resource configurations ranging from individual work to leadership of cross-departmental work teams, exercising leadership, guidance, technical competence, innovative problem-solving and the achievement of results in all such settings.

Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Consult or undertake liaison with municipal, provincial, and federal government agencies, as well as, with other public and private sector groups relevant to assigned projects and investigations.

Manage the administrative components of assigned programs and projects including monitoring and control of budget expenditures, project documentation and record keeping.

Report regularly on the status of projects, tasks, staff performance, fiscal status and overall benefits of project activities to senior management and any work teams.

Prepare reports of research and/or program and project findings including recommendations for action for senior management and/or Council.

Assist in preparing oral and written presentations to management and staff to explain the program, the program results and recommendations.

Attend public meetings and be prepared to present the City's position/actions to the public, media and outside government bodies, other municipalities, professional associations and other professionals.

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

QUALIFICATIONS

1. Proven demonstrated knowledge and experience in the theories, strategies and practices of accounting, financial reporting, finance and budgets usually acquired by obtaining a relevant University degree in Business Administration, Commerce or Economics, and/or a recognized professional accounting designation (CA, CMA or CGA) or an equivalent combination of education and relevant work experience.
2. Experience in and must have an understanding of tangible capital assets accounting, fixed asset accounting or capital budgets.
3. Demonstrated ability to effectively manage projects, lead project teams and policy portfolios in a results oriented environment and in a predominantly unionized environment.
4. Ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem resolution.
5. Must be able to work in an independent and confidential manner, making sound judgments based on results of research and/or fieldwork.
6. Consulting skills including analysis, planning, implementation and project management and financial skills including budgeting, forecasting, financial reporting and reconciliation.
7. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
8. Must possess excellent verbal and written communication, presentation, interpersonal, and organizational skills.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Ability to maintain complete project records and to deal effectively with issues and matters that may have the potential to lead to litigation.
11. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Must have above-average analytical and problem solving skills.
13. Excellent knowledge of computer software applications used in business or financial analysis and report presentation. (PeopleSoft, PowerPoint, Excel, Word, Outlook, Visio, Access, Projects).