

DEPARTMENT OF FINANCE – ACCOUNTANT Full Time
Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community with +2300 year-round residents and numerous seasonal residents. Lunenburg is a coastal town offering many cultural and recreational opportunities, supporting a quality lifestyle within a short distance of Halifax Stanfield International Airport.

Lunenburg maintains a diverse balance of community, environment, and development initiatives. Providing quality municipal services to the community is a priority. Lunenburg Town Council and Staff are committed to ensuring residents, business owners and visitors thoroughly enjoy the best of Lunenburg, a UNESCO World Heritage Site.

In this "in office" role, you will support the Director of Finance, assisting in performing the duties of the Finance Department. It is important that this role recognize they are a public servant and must always use utmost respect when dealing with other employees, the public and Council.

The following is a general outline of the duties and responsibilities of the accountant. The listing is not intended to be all inclusive or to limit the accountant's initiative to expand their function beyond this scope, nor is it intended to limit the Finance Director's right to assign other duties.

DUTIES and RESPONSIBILITIES:

- Perform all duties expected of an Accountant including monthly reconciliations for all funds
- Ensure that budgets are maintained within approved allocations
- Ensure that other departments have support information in the preparation of yearly budgets
- Preparation of budget variance reports
- In conjunction with external auditors assist in the annual audit functions. Including but not limited to the preparation of year-end working papers for all ledger accounts as well as analyzing accounts.
- Responsible to ensure that all miscellaneous billings are issued and the collection of all miscellaneous accounts receivables

- Funding grant applications and submissions as directed. This includes ensuring funding is utilized and spent according to program guidelines. In addition, as directed the preparation and submission of capital claims for capital projects on a timely basis
- Prepare debt record
- Insurance portfolio and the maintenance of an up-to-date inventory of buildings, contents, and equipment
- Maintenance of water, electric and general capital assets ledger
- Maintenance of water utility and sewer inventories
- Presentations and reports as requested
- Regularly monitor and make recommendations to the Finance Director for improvements to systems within the Accounting Department
- Prepare monthly reconciliations for all funds as required
- Attend Council and Committee meetings as required
- Be familiar with PSAB and Provincial accounting regulations and keep abreast of changes
- Assist in the supervision of the payroll function including balancing of T-4's
This position will also be the trained back-up in the processing of payroll and ensure the payroll entries are posted to the general ledger on a timely basis.
- Responsible for the supervision of procurement process for the Town of Lunenburg operations, which may require issuing purchase orders in the absence of the purchasing agent.

QUALIFICATIONS:

- University Degree in Accounting/ Finance or equivalent experience required – minimum two years experience
- CPA Designation or CPA student
- Strong computer proficiency
- Knowledge of Municipal Finance/Accounting an asset
- Familiarity with CASL (Canadian Anti-Spam Legislation) and FOIPPA

WE OFFER:

Competitive Wage commensurate with experience and a comprehensive Benefits package.

Closing Date: December 20, 2024

Please send cover letter and resume in confidence to:

Email: hr@townoflunenburg.ca

With: "FINANCE DEPARTMENT – ACCOUNTANT" in the subject line

We Thank, all candidates for your interest, only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.