

DEPARTMENT OF FINANCE - JUNIOR 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 and Accountant, 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 Junior Accountant. The listing is not intended to be all inclusive or to limit the Junior Accountant 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 of the accountant in their absence
- Assist the Finance Director and Accountant in ensuring that budgets are maintained within approved allocations
- Assist the Finance Director and Accountant in ensuring that other departments have support information in the preparation of yearly budgets
- Assist with the preparation of variance reports
- Assist auditors in conjunction with annual audit functions. Assist in 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
- Assist with the application and submission of grants as directed. This includes ensuring funding is utilized and spent according to program guidelines. Also assist with the preparation and submission of capital claims for capital projects on a timely basis
- Assist with debt records
- Assist with the insurance portfolio and the maintenance of an up-to-date inventory of buildings, contents, and equipment
- Assist in the maintenance of water, electric and general capital assets ledger
- Assist with the maintenance of water utility and sewer inventories
- Assist in the formulation of presentations and reports
- 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 with the maintenance of the general ledger and be trained back up user of the system
- Assist Accountant with 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 in absence of Accounts Payable clerk will be responsible for entering the payroll in Town Suite
- Responsible for the supervision of procurement process for the Town of Lunenburg operations. This position will also be responsible for maintaining the purchase order registry for all purchase orders issued and will be required to issue purchase orders in the absence of the purchasing agent.
- Perform additional duties as assigned from time to time by Finance Director or Accountant

QUALIFICATIONS:

- University Degree in Accounting/ Finance or equivalent experience – minimum two years experience
- CPA Designation or student
- Knowledge of Municipal Finance/Accounting an asset

WE OFFER:

Competitive Wage: \$65,000 - \$82,000. commensurate with experience and a comprehensive Benefits package

Closing Date: June 21, 2024

Please send cover letter and resume in confidence to:

Email: hr@townoflunenburg.ca

With: "FINANCE DEPARTMENT – JUNIOR 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.