

SUPERVISOR - ACCOUNTING

The City of Camrose is seeking an experienced and motivated individual to join our Financial Services team as the Supervisor – Accounting. Reporting to the General Manager of Financial Services, this position is responsible for leading, coordinating, and overseeing general accounting, cash management, investments, accounts payable, expense management, and reception functions within the Financial Services department.

The City of Camrose recently implemented a new financial software solution (UNIT4 ERPx) and the successful candidate will have a key role in continuing the identification and implementation of improvements that can be made to current processes / routines, completing testing and contributing to the continuous improvement of the solution.

FUNCTIONS/DUTIES: (but not limited to):

- Provide leadership, oversight and direction related to General Accounting, Accounts Payable, Investments, Cash Management, Expense Management and Customer Service (including Reception).
- Provide operational administration and functional support for UNIT4 ERPx, including user access and security, system integrations, and the identification, testing, and implementation of system enhancement.
- Provide effective leadership by fostering a positive, accountable, and collaborative team culture, while supporting employee development and performance.
- Coordinate and support the annual financial audit, including preparation of reconciliations, responding to auditor inquiries, and providing supporting schedules such as trial balances and detailed general ledger reports.
- Coordinate and review monthly GST returns as well as annual review of fees and charges to ensure ongoing compliance with CRA requirements.
- Manage CRA online access for staff and ensure efficient processing of related transactions.
- Perform additional related duties as required.

QUALIFICATIONS:

- Post-secondary degree in Business, Commerce, or a related discipline.
- Professional Accounting Designation (CPA) or working towards obtaining this designation.
- A minimum of five (5) years of progressively responsible experience with respect to accounting in a business or municipal environment.
- Experience with enterprise financial systems and system administration is preferred; experience with UNIT4 is considered an asset.
- Excellent leadership and communication skills (oral and written).
- Strong computer skills using financial systems and Microsoft Office applications.
- Ability to evaluate, investigate, and interpret financial and operational data.
- Excellent customer service skills, including experience managing difficult situations.
- Ability to maintain a high level of confidentiality.
- Strong organizational and time management skills.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below. The competition will remain open until the successful candidate has been found. Interviews will be conducted throughout the process. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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