

# Job Title: Budget and Accounting Coordinator

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

**Posting ID:** 521

**Department:** Treasury

**Division:** Financial Services

**Position Type:** Full Time Regular

**Work Hours:** Monday to Friday, 35 hours per week: regular schedule is 8:30 am-4:00 pm; flexibility of hours may be required.

**Work Location:** Administration Centre, Guelph; the County of Wellington is an employer that believes in providing service onsite.

**Vacancies:** 1

**Application Deadline:** 03/31/2023

## **BASIC FUNCTION**

Under the direction of the Operating Budget and Cash Manager, the Budget and Accounting Coordinator will support and assist in the annual budget process, operating variance analysis and reporting, maintenance of the investment database with completion of related journal entries and account analysis and reconciliations as required.

## **PRINCIPAL RESPONSIBILITIES**

Under the guidance, supervision and direction of the Operating Budget and Cash Manager, the Budget and Accounting Coordinator has the following duties and responsibilities:

- Coordinate the preparation of Annual Budget and Financial Reporting documents including departmental performance measures.
- Assist with the development and preparation of the County's annual operating budget with a focus on Salary and Benefits.
- Review of financial statements to monitor budgeted and actual expenditures, prepare variance projections, and to ensure accuracy of related transactions in the County's financial system
- Maintain and update the cash flow model
- Maintain the County's investment database, complete related journal entries and reconciliations, manage investment advisor communications and confirmations and assist with completion of semi-annual committee reporting.
- Assist with the year-end financial reporting process including preparing back-up for working papers and financial statement notes related to cash and investments and supplying supporting documentation to the auditors.
- Assist with policy development and revision as needed including investment and budget related policies.
- Assist with operating grant administration and reporting
- Assist with Stats Canada reporting
- Assist with records management activities for the department in compliance with the County records retention by-law.
- Complete Annual Financial Indicator Committee reports.
- Coordinate the annual community grant process.
- Coordinate record management activities for the department to ensure compliance with the County records retention policy.
- Act as the Payroll Time Entry Representative for Treasury.
- Perform various month end processes including reconciliations, monthly accruals, and other journal entries as required.

- Respond to requests for information and analysis as required including assisting with financial system coding requests.
- Maintain and update Treasury section of the County website.
- Other duties and special projects as assigned.

#### **MINIMUM QUALIFICATIONS**

- Four-year degree in accounting, business or another related field.
- Minimum four years of experience or equivalent in a municipal financial setting.
- Courses towards the CPA preferred.
- Experience and knowledge of investment best practices or related formal education would be considered an asset.
- Knowledge of public finance and fiscal planning.
- Knowledge of municipal financial reporting requirements
- Superior customer service, communication, and problem-solving skills
- Ability to work in a team environment with staff with a wide range of financial experience and knowledge
- Ability to work independently seeking guidance when required
- Experience with Windows based financials; proficient user of Microsoft Word and Excel.
- Excellent computer skills and experience dealing with financial software; experience with Oracle JD Edwards Enterprise One, and FMW Budget Software would be considered an asset.

**Pay Range:** \$81,900 - \$95,804.80 (2023 Non-Union Compensation Grid).

**Benefits:** Long Term Disability, Life Coverage, Accidental Death and Dismemberment, Critical Illness, Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

**Pension:** Ontario Municipal Employees Retirement System (OMERS); enrolment mandatory.

**Medical Responsibility Time:** Prorated and accrues at 0.5 days/month. Short Term Disability: 17 weeks coverage at 75% or 100% of pay, based on length of service.

**Vacation:** Accrues to start at three weeks/annum; increases based on length of service.

**Parking:** Provided; taxable benefit provisions apply.

**Mileage:** If applicable, as per CRA allowances.

**COVID 19 Vaccination Policy:** All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

The County of Wellington is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.