



ACCOUNTING TECHNICIAN

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the county's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. The county's over 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County offers a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat and Cypress Hills Provincial Park, this area is a great place to live and work.

Reporting to the Finance & Accounting Supervisor, this position is responsible for providing a high level of administrative and technical support for the County's various finance & accounting related systems and software's. This position assists in the resolution of day-to-day operational issues by providing guidance related to accounting, finance, and budget queries. In addition, this position will provide specific services to the Finance Department, including assisting with a variety of special projects, researching, and responding to a variety of accounting/payroll software queries, and providing administrative back-up for the Finance team.

You have a Diploma in Accounting, Business Administration, or related field combined with a minimum three years of related administrative and accounting experience with a focus in financial/accounting database systems preferably in a municipal setting. You have strong organizational, time management skills and enjoy problem-solving and research. You are proficient in financial systems software including spreadsheet applications, database and word processing combined with experience using accounting software programs such as Microsoft Dynamics, GP, and Questica Budget. You have strong interpersonal and communication skills and enjoy working with a wide range of people. A management approved combination of education, skills and experience may be considered.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, participation in the Local Authorities Pension Plan, in addition to supporting learning and development opportunities. This full-time, permanent position entails 37.50 hours week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca

If this opportunity interests you, please forward your resume and cover letter no later than:
4:30 p.m. on Friday, May 3, 2024, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*

POSITION TITLE: Finance & Accounting Technician

REPORT TO: Finance & Accounting Supervisor

SUBORDINATE POSITIONS: None

Scope

Reporting to the Finance & Accounting Supervisor, this position is responsible for providing a high level of administrative and technical support for the County's various finance & accounting related systems and software's. This position assists in the resolution of day-to-day operational issues by providing guidance related to accounting, finance, and budget queries. In addition, this position will provide specific services to the Finance Department, including assisting with a variety of special projects, researching, and responding to a variety of accounting/payroll software queries, and providing administrative back-up for the Finance team.

Job Description

- Assists with the implementation of software systems by uploading data, reviewing files, and making accounting adjustments or corrections as necessary.
- Checks data for accuracy and makes adjustments and/or recommendations to ensure the integrity of data is maintained.
- As requested, reviews financial information records, and maintains and balances various accounts using manual and computerized bookkeeping systems.
- Prepares financial, statistical, and accounting reports as directed.
- Both prepares and reviews reconciliations, accruals, and other transaction reports.
- Prepare and file quarterly GST returns and rebate applications.
- Assists with the preparation of monthly reporting and variance analysis (eg. monthly budget to actuals reports for County managers; grant reports; project reports).
- Assist in the development of municipal account structures and the growth of project cost tracking system (asset management)
- Support the Finance & Accounting Supervisor in the administration of the Municipal Tax Roll including, but not limited to reconciliation of the annual tax levy
- Complete tax certificates as requested
- Respond to both internal and external financial inquiries as appropriate
- Researches and resolves issues related to support of purchase orders, work orders, and inventory reconciliation.
- Participate in and/or lead special projects as requested.
- Provide finance & accounting support to various department supervisors and directors as requested

- Recommends actions to management by analyzing and interpreting data and utilizing comparative analysis or examining financial proposals to understand total organizational effect.
- Provides clerical support and customer service support to Finance Department as required.
- Awareness of safe operating procedures based on the County's policies and procedures as well as provincial legislation.
- Trains and participate, as required, in the Municipal and Regional Emergency Response Plans.
- Provides support for SDAB & ARB hearings.
- Performs other related duties as assigned or otherwise delegated and required.

Position Requirements

- Diploma in Accounting, Business Administration, or related field.
- Bachelor's degree in Accounting, Finance, or Commerce is an asset
- Minimum of three (3) years of related administrative and accounting experience with a focus in financial/accounting database systems or applications preferably in a municipal accounting setting.
- Knowledge of Public Sector Accounting Standards (PSAS) is an asset.
- Demonstrated proficiency in financial systems software including spreadsheet applications, database, and word processing combined with experience using accounting software programs such as Microsoft Dynamics GP, Diamond and Questica Budget.
- Demonstrated problem solving and research skills, as well as strong interpersonal and communication skills are essential.
- Strong organizational skills, and time/project management experience are required.
- Proven experience with software implementation projects is an asset
- Ability to provide training to a wide variety of software users is required.
- A management approved equivalent combination of education and experience may be considered.