



## **TOWN OF GANDER**

### **Manager of Accounting**

### **Competition # TOG2022-012**

The Town of Gander currently has an opening for a fulltime permanent Manager of Accounting position within the Corporate Services Department. The successful candidate works closely with management and the Corporate Services Department to ensure accurate planning, controlling, reporting, and measuring of financial information and town assets.

#### **DUTIES & RESPONSIBILITIES**

Supervise accounting staff which includes payables, receivables, purchasing and administrative support; Lead, motivate and evaluate employees by coaching, counselling, conducting performance reviews and issuing necessary discipline; Approve leave and timesheets as well as seminar/travel requests for accounting staff; Approves purchases for Corporate Services Department; Ensures compliance with all legislative requirements for Payroll; Set up and maintain employee demographics, position, compensation, benefits, and pension entitlements in Great Plains; Prepare, calculate and process of all biweekly payroll memos and adjustments; Ensure group insurance is reconciled monthly; Prepares, posts, and reconciles the general ledger and subsidiary accounts; Oversee the implementation of and ongoing maintenance of the capital asset list as well prepare claims and reconcile capital funding; Complies and prepares all accounting reports for Management and Council in the form of monthly, quarterly, and year end financial statements; Prepare the monthly working papers showing the reconciliation of all balance sheet items; Prepare excel spreadsheets to assist in the preparation of departmental budgets including collection and analysis of historical data; Ensures all financial records are accurate, properly approved, and recorded on a timely basis for Management and ensures all transactions are recorded in accordance to General Accepted Accounting Principles, the Municipalities Act and PSAB; Produces and analyzes financial information critical to business interests as well as creates and presents reports to management regarding accounting data to enable knowledge based decision making and forecasts; Prepare year-end audit working papers including assets, liabilities, revenues, and expenditures; Create and maintain accounting procedures and manuals; Ensures cash flow adequate and requests capital and operating funds from our bank; Prepare monthly HST returns; Evaluates and provides advice on improvements to internal control; Consults with Manager of Human Resources in administration of payroll and benefit programs; Acts for Director of Corporate Services which may include attending management, committee, and council meetings; Responds to work groups and the public in a courteous and professional manner; Adheres to all Occupational Health & Safety policies, regulations, and compliances; Performs all other duties required.

#### **EDUCATION, TRAINING AND OTHER REQUIREMENTS**

Preferred post-secondary degree in Business or Commerce from a recognized University, majoring in accounting; Member of Chartered Professional Accountant Association or currently enrolled would be considered an asset; Minimum of five (5) years of work experience in accounting environment; Combination of work experience and education may be considered; Knowledge of computerized accounting system and experience in municipal accounting is essential; Ability to interpret and implement company policies and procedures; Takes initiative and the ability to function independently, as well as a team member in a fast paced, demanding environment; Ability to meet deadlines and work effectively under pressure; Ability to maintain confidentiality at all times; Ability to analyze information, problem solve and make effective decisions; Strong attention to detail; Excellent organizational and time-management skills; Strong oral and written communicate skills; Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment

**SALARY:** non-unionized position - \$42.30-\$49.33/hour – 35 hours/week

Interested and qualified applicants **must submit a cover letter and resume** on or before  
Sunday, August 14, 2022, to the attention of:

**Human Resources**

Town of Gander

100 Elizabeth Drive

Gander, NL, A1V 1G7

Email: [humanresources@gandercanada.com](mailto:humanresources@gandercanada.com)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.