

## **TOWN OF VIEW ROYAL**

### **JOB DESCRIPTION**

#### **SENIOR ACCOUNTANT / FINANCIAL ANALYST**

##### **General Summary**

Under the general supervision of the Director of Finance, the Senior Accountant/Financial Analyst provides a high level of customer service to both internal and external clients. This individual is responsible for administering and maintaining financial, property tax, utilities, and other systems, and assists in the development of financial statements and budgets at the Town of View Royal.

##### **Duties and Responsibilities**

1. Provides excellent internal and external customer service including handling of inquiries, complaints, and requests for information as required.
2. Maintains general ledger and internal control systems and participates in the preparation of annual financial statements, audit working papers, and other documents for the interim and year end audits.
3. Assists with the development of annual budget, including preparing and validating projections based on past trends and new information, budget related data entry, preparing budget presentation materials, and other information.
4. Performs bank account and other reconciliations to the general ledger in a timely manner.
5. Safeguards and records, reports, reconciles, and processes refundable deposits, securities, and letters of credit.
6. Reviews daily cash receipts and assists others in processing in-person and electronic payments as needed.
7. Assists with financial modeling scenarios; inputs and tests rates in the financial system.
8. Maintains the property tax, and utilities systems transactions, and reconciles assessment data and subledgers at least monthly.
9. Coordinates the annual property tax notice production process, including preparing the paper and electronic property tax notices and other related communication materials, and coordinates with external service providers as needed.
10. Maintains and updates homeowner grant, property tax deferment, and school tax systems, processes transactions, and reconciles data from the province with the property tax subledger in a timely manner.
11. Coordinates the annual sewer utility invoice production process, including calculation of user fees, preparing the paper and electronic billing notices and other related communication materials, and coordinating with the Capital Regional District and external service providers as needed.
12. Maintains the financial system application (iCity/Vadim) and online services platform, including working with Information Technology personnel to install and test periodic software updates, and maintaining user access and security.
13. Provides support and backup to other Finance department personnel as necessary or required.
14. Performs other duties as required or assigned.

## **Knowledge, Skills, and Abilities**

1. Thorough knowledge of municipal property tax and user fee legislation, regulations, policy and processes.
2. Experience with the financial planning process, trend analysis, and variance reporting.
3. Comfortable with the Microsoft Platform: Word, Excel, Power Point, Outlook, Teams, SharePoint, and other Microsoft applications.
4. Experience with the Power Platform (Power Apps, Power Automate and Power BI) would be considered an asset.
5. Strong time management, prioritization, and organizational skills.
6. Strong customer service skills with the ability to communicate effectively with stakeholders, verbally and in writing.
7. Demonstrated ability to work in a team and establish and maintain effective working relationships.
8. Handles sensitive information in a confidential manner.
9. Aptitude for working with numbers and arithmetic calculations.
10. Sustained high attention to detail and the ability to maintain accuracy.
11. Strong analytical and problem-solving skills.

## **Required Qualifications**

1. Grade 12 education, plus a Bachelor of Business Administration, Diploma in Accounting, or a minimum three (3) years of a recognized accounting program leading to a Chartered Professional Accountants (CPA) designation, or an equivalent combination of education and experience.
2. Minimum three (3) years' experience in a similar position, preferably in a local government setting.
3. Experience with iCity/Vadim software is preferred.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the incumbent might differ from those outlined in the job description and other duties, as assigned, might be part of the job.

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Scott Sommerville  
Chief Administrative Officer