

The Opportunity

As an important member of the Town's Finance Department, the successful candidate will contribute to the delivery of exceptional service by ensuring that the Town's financial processes are followed in a professional, time-efficient manner. Reporting directly to the Town Treasurer, the Accountant is responsible for providing the treasurer with accurate financial statement information and ensuring accuracy in payroll, budgeting, and general ledger accounts.

Key Responsibilities

- Financial statement preparation and year end projections
- Budget preparation and variance analysis
- Payroll supervision and compliance management
- Ensure capital assets are accounted for in accordance with public sector standards (PSAB)
- Bank reconciliations, journal entries and other account reconciliations
- Year end preparations including lead sheets, financial statements, and other audit requirements.
- Administration, monitoring, and reconciliation of facility booking software (PerfectMind)
- Identify and assist with implementation of process improvements
- Support Town Treasurer with Strategic Plan implementation within the Finance Department
- Review and approval of invoices in UKG A/P system
- Oversee processing of Utility invoices and collections
- Other duties as assigned

Qualifications/Experience

- Chartered Professional Accountant (CPA) designation required
- Undergraduate or Postgraduate degree
- Minimum 3-5 years of progressive accounting experience, post CPA designation
- Municipal experience will be considered an asset
- Business Intelligence training will be considered an asset
- Proficiency with MS office tools and SAGE 300

Accountant

Town of Quispamsis



Work with Us

As a full time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan

Applications

Applications will only be accepted through our online application system until August 24, at 5:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department
Town of Quispamsis
Competition number: 2025-17

When applying online, please submit your cover letter and resume together as one document.

[Click here](#) to apply online

The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.