
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Business Office

Grid: 39

Class Title: Accountant II

I. Level Definition

Positions at this level perform advanced accounting work at the professional accountant level; this involves directing the accounting systems in a large facility/organization by completing and interpreting the financial statements and reports and/or coordinating the preparation of the facility budget. May supervise designated staff.

II. Typical Duties

1. Directs the preparation of documentation such as general ledger trial balances, year-end working papers and supporting schedules such as depreciation schedules; from this documentation completes the facility/organization financial and statistical statements and reports such as the statement of operation and the balance sheet; prepares analyses and interpretations of such statements and prepares related reports for internal and external stakeholders such as government and auditors.
2. Coordinates the preparation of the facility/organization budget by setting up budget completion schedule, providing information such as previous year's budget amounts and how to complete forms to department heads, reviewing proposed departmental budgets to ensure completion of information according to guidelines. Compares proposed department budgets to previous year's budgets; identifies variances, reviews with department heads and prepares related reports.
3. Monitors the facility/organization budget by comparing actual expenditures to budgeted amounts and identifying and investigating variances; prepares variance analysis and other related reports such as expense reports to advise departments of budget status.
4. Establishes and revises accounting systems; recommends policies and develops operating procedures; reviews accounting procedures such as method of recording pre-payments, accruals, and depreciation and implements changes; ensures compliance with established guidelines/standards.
5. Supervises designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduate of a recognized accounting program such as the CMA, CGA, CA, five years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.