

---

## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

---

**Job Family:** Technical

**Class Series:** Business Office

**Grid:** 34

**Class Title:** Accountant I

### **I. Level Definition**

Positions at this level take charge of the accounting function in a small facility by maintaining all accounting records for the organization; producing all financial, accounting and related statistical statements and reports and may supervise designated employees.

### **II. Typical Duties**

1. Establishes and revises accounting systems; recommends policies and develops operating procedures; reviews accounting procedures such as method of recording pre-payments, accruals, and depreciations; and implements changes.
2. Maintains records of all financial transactions in accordance with organizational policy, auditing and governmental requirements. Prepares documentation such as general ledger trial balances, year-end working papers and supporting schedules such as depreciation schedules; from this documentation completes the facility financial statements such as the statement of operations and the balance sheet and prepares reports for internal and external stakeholders such as government and auditors.
3. Prepares or authorizes designated journal vouchers as required such as those involving expenditures of funds; authorizes cheque requisitions.
4. Performs accounting analyses such as cost analysis, cash flow analysis, budget variances and prepares related reports.
5. Manages cash resources by means such as term deposits and short term loans.
6. Assists administration in preparing facility budget by providing information such as labor and supply costs; monitors budget by comparing actual expenditures to budget amounts and identifying, investigating and reporting on variances.
7. Supervises designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
8. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, successful completion of the fourth level of the CMA or CGA program, three 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.