

JOB PROFILE

Finance – Finance & Enterprise

Accounting Analyst

The successful candidate will perform accounting analysis, monitor Financial Management System data integrity, assist with Financial Reporting and prepare appropriate journal entry adjustments to the financial records. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

HOURS OF WORK: The regular work week will consist of 35 hours per week; Monday to Friday, between the hours of 8:30 a.m. – 4:30 p.m.

DUTIES:

- Prepare account reconciliations including complex bank reconciliations
- Prepare general account analyses and reconciliations monthly
- Perform data entry for accounts payable as required
- Assist with banking, investment and debentures processes
- Perform accounting-related support for City staff
- Work with internal staff and external contacts to resolve bank reconciliation issues
- Process online banking transactions including wire transfers and Payee Match transactions.
- Perform daily download of RBC banking transactions and review/trouble shoot variances as needed
- Perform daily interfaces to JDEdwards from Class, Geoware, Amanda, WAM (Synergen) and Vailtech systems
- Perform daily cheque reconciliation process
- Assist with year-end working papers
- Prepare and enter journal entries to general ledger
- Administer Moneris Merchant Direct vendor website.
- Assist with continuous improvement projects such as documenting procedures, identifying internal controls, etc
- Perform other related duties as assigned.

QUALIFICATIONS:

- Experience related to the duties listed above, normally acquired through the completion of a 3 year post secondary diploma with an Accounting or Finance major and 2-3 years relevant experience which includes performing account and complex bank reconciliations. Candidates with an equivalent combination of education and experience may be considered.
- Considerable knowledge and understanding of the reconciliation process and relevant banking processes is required
- Advanced computer skills with Microsoft Office (Excel, Word, Outlook) and relevant computerized financial systems. Knowledge and experience with JDEdwards and WAM would be an asset
- An aptitude for numbers with a keen sense of accuracy, thoroughness and attention to detail
- Must exhibit strong customer service skills with the ability to respond to customers in a professional and courteous manner
- Excellent written and verbal communication skills

- Strong interpersonal skills with the ability to work well with all levels of staff and stakeholders
- Ability to trouble shoot and problem solve, analyze and interpret technical and numerical information
- Strong organizational skills with the ability to manage multiple tasks and inflexible deadlines in a demanding environment
- Knowledge of the Occupational Health and Safety Act

THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOBS” PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR