



<b>POSITION TITLE:</b>	Accountant & Budget Analyst
<b>REVISION DATE:</b>	January 10, 2025
<b>REPORTS TO:</b>	Manager of Finance
<b>SUBORDINATE POSITIONS:</b>	N/A
<b>POSITION SUMMARY:</b>	Co-ordinates tasks associated with the preparation, analysis, monitoring and maintenance of annual operating and capital budgets. A key player in the annual financial statement process including monitoring of regulatory reporting requirements. Reconciles and prepares all external financial information and regulatory returns related to budget/year-end information. Also prepares municipal funding reports and other duties as assigned such as financial analysis and internal policy and procedure reviews.

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TASK NO.	DESCRIPTION
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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

## JOB DUTIES & RESPONSIBILITIES

### 1. Annual Operating and Capital Budgets (45%)

- 1.1. *Budget Co-ordination* - Co-ordinate tasks associated with the preparation of the annual operating and capital budgets.
- 1.2. *Budget Analysis* - Prepare analysis, data entry and templates for the preparation of global budgets.
- 1.3. *Budget Tools* - Works with employees with cost center responsibility to assist with the creation of their budget drafts; including development of budgeting tools and assisting with analysis that may be required.
- 1.4. *Budget Assistance* - Assists departmental staff with monitoring and adjustments to budgets and forecasts throughout the year and assists with providing SAP training and advice when needed.
- 1.5. *Budget Reallocations* - Assists staff with ensuring any budget reallocations are done properly and are authorized by current budget policy.
- 1.6. *Council Budget Reports* - Maintains all budget versions throughout the year and associated reports prepared for Council.

## **2. Financial Statements and Treasurer's Report (30%)**

- 2.1. *Year End Audit and Reporting* - Prepares annual financial statements and Treasurer's Report. This includes all required analysis of year-end data, consolidation of municipal trial balances and working with the auditors throughout the process.
- 2.2. *Legislative Compliance* - Monitors the organization's compliance with the CPA Public Sector Accounting Board regulations (GAAP), the Nova Scotia Financial Reporting and Accounting Manual, and the Nova Scotia Utility and Review Board reporting requirements.

## **3. Regulatory Information (10%)**

- 3.1. *External Reporting* - Prepares information and regulatory returns for external entities including all other levels of government as they relate to budget/year-end information. This includes Statistics Canada reporting, Annual Provincial Statement of Estimates and Annual Provincial Financial Information Returns.
- 3.2. *Other Reporting* - Prepares information surveys as required which generally involves compilation of information across departments.

## **4. Other Audits and Information Returns (10%)**

- 4.1. *Funding Reporting* - Prepares other financial information returns and coordinates the audit of same for infrastructure funding agreements in consultation with the department project leads.
- 4.2. *Gas Tax Reporting* - Prepares all required reporting under the Gas Tax Agreement, including but not limited to the Annual Expenditure Report (estimates and actual), the Capital Investment Plan submission and Gas Tax Outcomes Reporting.

## **5. Other Duties (5%)**

- 5.1. *Other Duties* - Other duties as assigned, including financial analysis, special projects and internal policy and procedure compliance reviews.

## **REQUIRED QUALIFICATIONS AND TRAINING**

### ***Education and Experience***

- Bachelor Degree in Commerce/Business with a specialization in Accounting
- Minimum of three (3) years related experience in budgeting, reporting and year-end audit responsibility.
- SAP knowledge considered an asset.
- Preference given to those who have taken some accounting courses in pursuit of a professional designation.

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

- strong technical skills including advanced fluency in Microsoft Excel, and strong working knowledge of Word and Access
- strong communication and teamwork skills

- detail oriented with strong analytical and time management skills

***Working Environment***

- This position qualifies for overtime pay.

***I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.***

<b><i>Employee's Signature</i></b>	<b><i>Employee's Name (print)</i></b>	<b><i>Date:</i></b>
<b><i>Supervisor's Signature</i></b>	<b><i>Supervisor's Name (print)</i></b>	<b><i>Date:</i></b>
<b><i>Director's Signature</i></b>	<b><i>Director's Name (print)</i></b>	<b><i>Date:</i></b>
<b><i>CAO's Signature</i></b>	<b><i>CAO's Name (print)</i></b>	<b><i>Date:</i></b>