

### EXTERNAL POSTING

Discover more at [www.Oromocto.ca](http://www.Oromocto.ca)

#### POSITION SUMMARY

Reporting to the Treasurer, the Financial Accountant will provide support to the Treasurer and Assistant Treasurer with special projects and various duties and tasks related to the financial operations, budgeting, and financial planning for the Town. This position will also be responsible to lead and execute the improvement and optimization of financial accounting processes and technology across all departments within the Town. This includes evaluating, planning, and implementing the improvements in the financial accounting processes and practices as well as developing plans to support the organization through various stages of change.

#### FINANCE SUPPORT

As the Financial Accountant you will work closely with the Treasurer and Assistant Treasurer to become familiar with roles and responsibilities in preparation for succession planning.

You will provide support and assistance to the Treasurer and Assistant Treasurer with:

- Routine financial reconciliation and reporting.
- Preparation of annual Town Budget, including data input, maintaining accuracy of spreadsheets and analysis.
- Preparation for annual audit, assist with account reconciliation and working papers.

#### FINANCIAL ACCOUNTING PROCESS IMPROVEMENT

The Financial Accountant will act as the project lead for financial accounting process improvement, change management and projects. This includes:

- Working closely with finance team members to become familiar with their roles and identify areas of improvement and / or modernization.
- Reviewing and documenting existing financial accounting processes in collaboration with other departments.
- Working with the Treasurer, identify, prioritize, plan, and implement key projects to improve financial accounting processes and technology in an effort to reduce cost, enhance quality of service and productivity.

- Developing and maintaining comprehensive change management and training plans to ensure new processes are implemented in an optimal fashion, supporting the organization through the various stages of change.
- Providing Treasurer with project status updates, feedback, and appropriate reporting on key responsibilities and objectives.
- Supporting the development and implementation of policies and procedures necessary to support processes.
- Partnering with other departments to share continuous improvement best practices.
- Other duties as assigned.

#### EDUCATION & EXPERIENCE

- Bachelor of Business Administration with a concentration in accounting or finance.
- 3-5 years experience in an accounting / finance role.
- Completion or desire to complete Professional Designation such as CPA.
- Demonstrated experience and success in process improvement, project planning and implementation.

#### REQUIRED KNOWLEDGE AND SKILLS

- Proficiency in financial accounting.
- Specific training and / or experience in the use of Sage Accounting Software.
- Strong computer literacy and skills with various applications, specifically Microsoft Office Suite.
- Knowledge of up-to-date financial practices and processes.
- Innovative thinking with a focus on continuous improvement.
- Problem solving and analytical skills with attention to detail.
- Results oriented and ability to influence others.
- Excellent organization, time management, and communication skills with ability to multitask in fast-paced environment.
- Must work well independently and in a team environment.

### Apply Now!

Interested individuals should submit an application using a Town of Oromocto [Application for Employment Form](#) and a current resume to the email address below, not later than **4:00 pm, June 10, 2022.**

[HR@oromocto.ca](mailto:HR@oromocto.ca)

**We look forward to hearing from you!**

The Town of Oromocto is an equal opportunity employer.  
Only those applicants selected for further consideration will be contacted.

# OROMOCTO