



N O T I C E
CAPITAL ASSET COORDINATOR/ANALYST

POSITION TITLE	Capital Asset Coordinator/Analyst
DEPARTMENT	Corporation Services/Financial Division
SUMMARY OF DUTIES	Responsible for the maintenance of the City's Tangible Capital Asset Inventory records and Accounting Program, coordinate and monitor the annual capital budget and prepare financial reports in compliance with Public Sector Accounting Board (PSAB).
SUPERVISED BY	Manager of Revenue and Taxation and Capital Asset Supervisor
EDUCATION	University Degree in Business Administration or Financial Management. Professional Accounting Designation CPA preferred or equivalent. Municipal Accounting courses may be required.
EXPERIENCE	Four (4) years progressive experience in accounting with an emphasis on cost accounting, maintenance and capital asset recording. Must be proficient with computerized accounting programs and excel. Experience in public sector accounting is an asset.
MAJOR RESPONSIBILITIES	(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).
1. Program/Services	<ul style="list-style-type: none">➤ Oversee, improve and maintain accounting systems (capital assets in particular) and processes to reflect best practices, generally accepted accounting principles, Public Sector Accounting Board (PSAB) and Canadian Institute of Chartered Accountants (CICA) standards and requirements➤ Assist to coordinate the preparation of annual capital budget with all departments➤ Financial reporting and supporting statistics/analysis of capital projects➤ Preparation of the capital section of the Financial Information Return and preparation of the working papers and various supporting schedules with

respect to capital assets for the Financial Report

- Manage and maintain an electronic capital asset accounting management system (City Wide Asset Management System Program) for all departments, boards or agencies. Including accounting, amortization schedules, journal entries, full accrual accounting and inventory of capital assets. Reconciliation of City Wide Program with City general ledger for capital assets.
- Responsible for asset inventories, valuation, analysis and accuracy of all asset information to ensure compliance with City Tangible Capital Asset Policy and PSAB requirements.
- Provide technical and advice regarding the acquisition, recording, reporting, capitalization, amortization, write-downs, maintenance and disposal of tangible capital assets.
- Prepare and coordinate all year-end documentation, analysis and reporting for audit purposes.
- Monitor actual capital expenditures compared with budget and prepares regular variance reports
- Implement new financial processes in accordance with City policy and compliance with PSAB requirements.
- Efficiently and effectively integrate existing departmental asset management with an asset management accounting system.
- Ensure policies for capturing and recording asset information are reflected in the capital budget process and any tendering process
- Ensure project plans which define tasks, timelines and resources required to implement the tangible capital asset accounting program.
- Develop policies and procedures for accounting and financial reporting of capital budgets.
- Ensure timely and cost effective results in compliance with corporate and legislative requirements.
- Preparation, filing, reconciliation and reporting for all capital grant applications and spending
- Assist in preparing oral and written presentations to management and Council.
- Regularly audit capital assets inventory and verify the assets condition, recommend the accounting measures accordingly
- Assist in developing and maintaining City's Asset Management Plan
- Assist in developing and implementing risk management practice and performance measurement for capital assets and levels of service
- Other duties as assigned.

2. Human Resources

Not required to supervise or direct work of others.

3. Financial Resources

Responsible for handling or processing cash, purchase orders, cheques, contracts for Canal Days and asset sales.

In the absence of the Financial Analyst

Responsible for:

- distribution of petty cash fund.
- delivery of bank deposits.

- Internet banking
- securing investment rates.
- debit machine authority for closing or reversing payments
- access to open/closing procedures of the finance vault

4. Material Resources

Carries out work assignments using a variety of office equipment including financial computer system, personal computer, printer, adding machine, photocopier, etc. Assigned combination to vault to provide access for other staff and during special events.

SKILL AND EFFORT

5. Knowledge

- Applied technical knowledge of business applications including report writing tools, spreadsheet and database development
- Technical knowledge of PSAB and CICA standards and requirements
- Technical knowledge of applicable legislation, regulations, standards and best practices
- Ability to perform upgrades required for the maintenance of the City Wide Asset Management System Program (including IT support)
- Municipal accounting and audit knowledge to assist with year-end accounting and daily accounting and work in compliance with internal audit controls.
- Chart of accounts set up for capital assets
- Demonstrated ability to perform complex problem-solving, research and data analysis requirements
- Demonstrated ability to monitor and analyze asset variances and reporting requirements, including general ledger accounts and compare to budgets
- Demonstrated ability to plan, test, document, implement, analyze and maintain systems (including security controls)
- Demonstrated knowledge and/or experience of project management principles and practice
- Knowledge to apply HST rules for all transactions for capital projects
- Effective leadership, organizational, facilitation, communication, presentation and interpersonal and organizational skills.
- Excellent knowledge of Microsoft Office and other software applications used in business or financial analysis and report presentation.
- Public sector accounting and financial statement disclosure.

6. Physical Skill and Effort

- work requires close mental/visual concentration in reviewing and analyzing capital assets, general ledger accounts, preparing accounting records and working papers
- Considerable attention to detail.
- Manual dexterity to operate computer keyboard, calculator and other office equipment.
- Main physical activity is sitting interspersed with short periods of walking, lifting and bending.
- Legislated and City imposed deadlines must be met on a consistent basis and adhered to in order to prevent adverse financial consequences.

7. Decision Making and Judgement

- Works under general supervision and work is rarely checked with defined objectives and semi-routine instructions. Errors may go undetected for considerable period and impact long-range planning; could result in costly re-work, lost productivity, damage to internal and external relations, or non-compliant processes/procedures.
- works independently in performing duties within the procedures established through policies
- required to work with departments to establish and maintain accurate databases for long term asset management and budgeting for replacement of capital assets
- all problems brought to the attention of the Capital Asset Supervisor, Manager of Revenue and Taxation and/or the Director/Treasurer
- ability to exercise responsible judgement and maintain confidentiality

8. Interpersonal Skills/Contacts

Interpersonal skill to communicate effectively with staff and outside organizations.

Internal:

- with supervisor and departmental staff to exchange information and provide instructions
- With staff of other departments to exchange information with regard to accounting procedures, controls, policies and Capital Budget as it relates to Capital assets. Must coordinate the actions of other department staff to obtain the desired result and cooperation in obtaining proper information on a timely and consistent basis to meet specific deadlines.

External:

- with various government offices with regard to legislation related to PSAB and Capital Asset management.
- Public Sector Digest (City Wide Asset Management System Program)
- with the City's external auditors
- with various financial institutions
- Global Payments (Debit/Credit Machines) for maintenance and upgrades

WORKING CONDITIONS

9. Environment

Works in an office environment in City Hall, First Floor. Typical office conditions. Periodically will be required to inspect new assets which may be at external sites.

10. Control over Work Schedule

Rarely required to work in excess of regular work hours with the exception of meeting deadlines.