



Coordinator, Capital Assets

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Coordinator, Capital Assets, you will report to the Manager, Accounting Services and provide overall coordination of the Town's capital and related accounting and system processes and provide timely financial analysis and reporting. You will also assist Town departments with all capital and related financial matters, including asset management planning.

The successful candidate will have:

- Relevant post-secondary degree (e.g. accounting, finance, business administration or similar)
- Three (3) to five (5) years progressive work experience relevant to the duties and responsibilities, local government experience is preferred
- Professional accounting designation or enrolment in a recognized professional accounting program is an asset (CPA/CA preferred)
- Applied, technical knowledge of municipal accounting practices and principles, technical knowledge of Public Sector Accounting Standards, asset management and Chartered Professional Accountants standards and requirements

This non-union position has an annual salary range of \$76,312 - \$91,574, based on 37.5 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving application is 12:00 PM on **Sunday, October 24, 2021**. To apply for this position, [please click here](#).

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* as amended to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Department: Corporate Services
Division: Financial Services
Reports to: Manager, Accounting Services

Position Objective

Provide overall coordination of the Town's capital and related accounting and system processes and provide timely financial analysis and reporting. Assist Town departments with all capital and related financial matters, including asset management planning.

Duties & Responsibilities

1. Maintain capital and related accounting processes to reflect generally accepted accounting principles, Public Sector Accounting Standards (PSAS) and Chartered Professional Accountants Canada (CPA) standards and requirements and internal policies. Recommend process improvements to ensure best practices - to gain efficiencies and/or increase quality or value of data and outputs.
2. Provide technical advice regarding the acquisition, recording, reporting, capitalization, amortization, write-downs, maintenance and disposal of tangible capital assets; act as the main financial point-of-contact for capital inquiries.
3. Ensure compliance with capital and related policies and standards by monitoring, analyzing, creating and revising entries as required upon review, and reviewing transactions. Recommend improvements to policies as required and provide training to ensure clear communication with departments.
4. Provide periodic review of capital information for senior management and Council, including capital variance reporting and others as required. This will include performing calculations and analysis, interpreting information, applying professional judgement, and providing related actionable recommendations.
5. Maintain financial systems as they pertain to capital and related processes, including gathering data and reconciling between systems; ensure capital and related data is effectively and efficiently integrated between systems and; provide assistance and support as required for any system changes and/or conversions.
6. Collaborate with the Project Manager - Asset Management with the development, implementation, maintenance, and improvement of the asset management plan, including assistance with policies, strategies, decision frameworks, processes, and tools in alignment with the Town's long-term goals and forecasts; participate in associated teams such as the Asset Management Steering Committee and Grants Oversight Team.
7. Complete annual year-end capital processes which includes preparing reconciliations, audit working papers, and capital asset information for financial statements and information returns.

8. Assist with reviewing the capital and related budgets and forecasts for the Corporation, local boards and other affiliated entities and provide supporting analysis and recommendations.
9. Maintain an up-to-date knowledge of PSAS and provide advice regarding existing and emerging legislated capital requirements. Lead projects to implement new regulations.
10. Ensure the integrity, quality and logic of capital information.
11. Assist with preparation of capital grant funding program applications and reporting

Education & Experience

- University degree in Accounting, Finance, Business Administration or similar
- Three (3) to five (5) years progressive work experience relevant to the duties and responsibilities above; preferably in a municipal or related public sector work environment
- Professional accounting designation or enrolment in a recognized professional accounting designation program is an asset (CPA/CA preferred)
- Willingness to continually upgrade and advance capabilities

Knowledge

- Applied, technical knowledge of municipal accounting practices and principals
- Applied, technical knowledge of business applications including report writing tools, spreadsheets and database development
- Technical knowledge of PSAS, asset management and CPA standards and requirements
- Technical knowledge of the Municipal Act, and other applicable legislation, regulations, standards and best practices in municipal finance

Skills & Ability

- Proven ability to perform complex problem-solving, research and data analysis
- Strong finance acumen – understanding the business and related processes from start to finish
- High level of integrity, autonomy, and self-motivation
- Excellent communication skills, both written and verbal, are essential
- Demonstrated initiative, adaptability, resourcefulness, and ability to prioritize in the completion of work assignments
- Ability to think strategically and creatively, and use ingenuity to solve unique challenges
- Demonstrated ability to plan, test, document, implement, analyze and maintain systems and security controls
- Demonstrated tact and judgement when handling confidential/sensitive information

- Ability to interpret and apply relevant legislation including, but not limited to, the Municipal Act, and other applicable legislation, regulations, standards and best practices in municipal finance

Supervision

Supervision is not a direct requirement of this role, however, this role is required to review and approve certain capital and related financial tasks.

May provide direction and guidance to finance and other departments and project team members. May also show others how to perform tasks and work together with other departments.

Work Demands

- Mandated changes are evolving
- Works under general supervision with defined objectives and semi-routine instructions
- Considerable attention to detail over long duration
- Multiple deadlines
- Some overtime
- Typical office conditions
- 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

Position History

The position was created in 2021 as part of a review of Corporate Service requirements and to support the expanding capital asset requirements.

Chief Administrative Officer

Date