



JOB DESCRIPTION

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POSITION TITLE Accounting and Controls Officer		CLASSIFICATION 40
REGION Head Office, Cornwall, Ontario	DIVISION Support Services	
SECTION-GROUP Finance Services		POS. REF. NO.

ROLE

Reporting to the Corporate Comptroller this position:

Coordinates and supervises a staff of 5 employees in the Finance Services; 3 accounts payable clerks, 1 Accounting Clerk and 1 Accounting officer with responsibilities in the cash management, corporate accounts payable, project accounting, fixed assets, monthly and year-end closing of the books, accounting systems for the 6 accounting companies (SLSMC, GRA, 4 Trusts). Works closely with all levels of management – VP's, Managers and Coordinators to accomplish his (her) duties. Signing officer of the Corporation.

PRINCIPAL RESPONSIBILITIES

Specifically:

- Manages the Accounts Payable process and staff. This includes issuing instructions to all Managers and Coordinators in the 3 locations on the process steps and making changes as required to meet internal user needs while maintaining sound accounting practices and internal controls. The year-end accruals, Visa Purchase Card, cheque runs are part of this process.
- Responsible for the Corporation's proper accounting procedures for the Project System, the Plant Management System and the Fixed Assets System including the month-end closing of projects, settlement rules, activity price costing, depreciation runs and producing standard and ad-hoc reports and supporting the Regional and HO Management in these 3 systems. This would include coordinating the annual inventory of fixed assets, disposal and write-off, project budget tracking, regional discretionary funds, etc.
- Coordinates and instructs Managers and Coordinators on accounting procedures including month-end procedures and timetables for the month-end and year-end closing. Preparing year-end files for the external and internal auditors' review and accounts certification per the CICA. Prepares month-end financial statements and special analysis of expenditures. Answers queries and assists management in cost center reports. Ensures that General Ledger accounts are properly maintained, reconciled and discrepancies are promptly addressed. Prepares several reports to other government entities; Transport Canada, Statistics Canada, and Office of the Superintendent of Financial Institutions.
- Maintains the general ledger accounts master data, cost center standard hierarchies, SAP office shared folder master data and other special master data in SAP.
- Manages the cash receipts of the Corporation and Trust Accounts and all related processes, cash-flow planning and investments by monitoring the markets and investing in optimum rates and periods following the Transport Canada Management Agreement.



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PRINCIPAL RESPONSIBILITIES (cont'd)

- Works closely with the MM and the Projects staff team to review financial components of processes.
- Responsible for the SAP modules FI--AA-Shared Folders. This includes approving security changes, profile changes, improvement, upgrades and changes to the SAP system, assisting Finance users and getting improvements done by instructing and guiding the SAP Finance Analyst as well as testing and directing testing as required.
- Recommends and maintains processes to ensure proper internal controls exist and are followed to maintain the integrity of the financial data.
- Is a cheque Signing Officer of the Corporation and replaces the Corporate Comptroller when away from the office.



JOB QUALIFICATIONS

POSITION TITLE	Accounting and Controls Officer		CLASSIFICATION	40
REGION	Head Office, Cornwall, Ontario	DIVISION	Support Services	
SECTION-GROUP	Finance Services		POS. REF. NO.	

EDUCATION:

University graduate in Accounting with professional accounting designation (CGA, CMA, CA) or an equivalent combination of education, training and experience.

EXPERIENCE:

5 to 8 years of related experience.

Experience in preparing financial statements for internal and external use.

Supervisory experience is required.

Experience in sales tax applications.

ESSENTIAL KNOWLEDGE - SKILL REQUIREMENTS:

Accounting knowledge of the complete accounting cycle, closing of year-end, external auditors files.

Knowledge and experience with cash management and investments.

Strong computer skills and knowledge of SAP modules CO, FI, and AA as well as MS Office, particularly Excel.

Knowledge of depreciation concepts.

Autonomous and well organized with ability to meet tight deadlines.

Ability to maintain sound working relationships with internal and external contacts.

Knowledge of appropriate internal controls.

PHYSICAL REQUIREMENTS:

Occasional travel to regions is required.

LINGUISTIC REQUIREMENTS:

Effective verbal and written communication skills in both official languages.

SAFETY & SECURITY REQUIREMENTS:

n/a

LICENSES - CERTIFICATES:

Ability to be bonded