



**Posting ID: 18-58**

## **Lead, Accounting Services**

Full-time– 35 hours/week

Term Position (August, 2018 – April, 2019)

\$37.94 - \$47.45 per hour

At the City of Leduc, we believe in living our values through accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes transparency, innovation and community building. If we've caught your attention, you should know that we're currently recruiting for a term position for a full-time Lead, Accounting Services to complement the City's Finance team.

Reporting to the Manager, Accounting Services, you will provide accounting support to the Manager, Accounting Services through performance of various tasks including Tangible Capital Asset accounting, approval of accounts payable cheques/EFTs, general ledger reconciliation, financial reporting, payroll reviews and assistance with quarter-end and year-end duties. This position also serves as a lead in the accounting services unit, providing direct supervision of the Accounts Payable Finance Clerks and providing training and expertise in other areas requiring functional and technical guidance.

The successful candidate will possess an undergraduate degree with a concentration in accounting, finance or public administration with a minimum of three years work experience in a computerized accounting environment and working towards a professional accounting designation. Experience in fixed asset accounting and general ledger reconciliations, and has and maintains a comprehensive knowledge of GAAP and PSAB and internal control practices. The incumbent must have enhanced spreadsheet abilities, excellent analytical, interpersonal, customer service and time-management skills. It is considered beneficial to have experience in public sector accounting. An equivalent combination of education and experience would be considered. As the successful candidate, you will also be willing to provide a Criminal Record Check as part of the hiring process.

If this sounds like you, we want to hear from you! To apply, please visit our website at:

[www.leduc.ca/jobs](http://www.leduc.ca/jobs)

**Competition closes at 12:00 noon (MT) on July 17, 2018. We thank all applicants for their interest, however, only those selected for interviews will be contacted. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level.**