



Position Title: **Project Accountant**
Reports To: Treasury
of Direct Reports: 0
Status: 6 Month Term
Revision Date: March 2026

JOB PURPOSE

The Project Accountant is responsible for supporting the Treasury Department with monthly accounting processes, financial reporting, and the development of standardized procedures. This role will focus on improving month-end close processes and documenting Standard Operating Procedures (SOPs) to support long-term organizational efficiency.

A key component of this role includes organizing and standardizing financial documentation within existing systems (e.g., SharePoint) to ensure financial processes, procedures, and supporting documents are organized, accessible, and consistently maintained.

This is a project-focused position intended to enhance financial processes and provide operational support during the transition to a new ERP system.

This is a temporary contract position with a defined term of six (6) months. The position is designed to support process improvements and does not guarantee permanent employment.

SPECIFIC ACCOUNTABILITIES

Monthly Accounting & Financial Support

- Support and contribute to the preparation and completion of monthly and year-to-date financial reporting
- Perform account reconciliations including bank, general ledger, and sub-ledgers
- Support journal entry preparation and review for accuracy and completeness
- Assist in variance analysis and identification of discrepancies

Process Improvement & SOP Development

- Review existing financial processes and identify gaps or inefficiencies
- Develop, document, and standardize month-end procedures and checklists
- Create clear, user-friendly Standard Operating Procedures (SOPs) for key accounting functions (e.g., AP, AR, payroll interfaces, capital asset tracking)
- Support documentation and standardization of processes during ERP transition and implementation

Documentation

- Upload and organize SOPs, templates, reconciliations, and supporting documentation
- Ensure documentation reflects actual system workflows and ERP processes
- Ensure consistency, accessibility, and long-term sustainability of documentation practices
- Ensure timely and accurate completion of month-end close activities.

WORKPLACE REQUIREMENTS

- Position is fully remote; candidates must be comfortable working independently and collaborating effectively in a remote team environment.
- While scheduling may be flexible, employees are expected to maintain availability during the Municipality's regular business hours.

RELATIONSHIPS

Internal: Treasury Department.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Post-secondary degree or diploma in Accounting, Finance, or a related field
- Progress toward or completion of a professional accounting designation (CPA) is considered an asset
- Minimum 3–5 years of accounting experience, preferably in the public sector or a municipal environment
- Strong understanding of full-cycle accounting and financial reporting
- Experience with Microsoft Dynamics Business Central ERP system

- Experience with SharePoint or similar document management systems is considered an asset
- Advanced proficiency in Microsoft Excel
- Strong analytical and problem-solving skills
- Excellent attention to detail and accuracy
- Ability to work independently and manage competing priorities
- Strong organizational and documentation skills
- Effective communication and ability to translate financial processes into clear procedures
- Knowledge of municipal finance principles and regulatory environment.

Salary: \$40-\$45 per hour