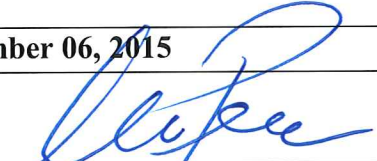


LAC STE. ANNE COUNTY

Position Title:	Finance Technician
Direct Report:	Finance Manager
Departmental Management:	The Finance Technician has no supervisory or managerial responsibilities
Primary Responsibility:	The primary focus of the Finance Technician is processing reconciliations, journal entries and other finance tasks within the finance department of corporate services
Effective Date:	November 06, 2015
County Manager Authorization:	

General:

1. Perform all reconciliations and journal entries for submission to the Finance Manager
- 2) Reconcile grant applications and reporting within Corporate Services and provide a review of applications and reporting for other departments
- 3) Produce various weekly, monthly and annual reports on behalf of the finance department
- 4) Prepare and reconcile monthly bank statements, general ledger, reserves and balance sheet accounts for review by the Finance Manager
- 5) Administer and maintain the tangible capital assets ledger
- 6) Audit the cash management, accounts payable and receivable functions by providing review of work product
- 7) Maintain the general ledger with journal entries and ledger adjustments as required
- 8) Administer all county credit cards, debit cards, purchase cards, petty cash, reserves and investments

- 9) Assist the Finance Manager with financial transactions, budget preparation, inventory and financial statements for commissions where the Lac Ste. Anne County is the managing authority
- 10) Keep confidential all information that is obtained in the course of employment with Lac Ste. Anne County
- 11) Be aware of and adhere to the County's health and safety policies, follow the responsibilities as outlined in the *Health and Safety Manual*, comply with all safe work procedures, and monitor and enforce compliance with the health and safety program.
- 12) Other assigned duties as assigned by the Finance Manager or as required to meet the obligations of this position.

Training and Experience:

1. Post-secondary education in accounting, finance, or a related field. Significant experience in a management position in a municipal environment may be considered.
2. A minimum of three years relevant and related work experience in accounting, preferably in a public sector/municipal organization.
3. Considerable knowledge of the principles, practices, and techniques relating to accounting and finance, especially as it relates to the Municipal Government Act, Generally Accepted Accounting Principles and Public Sector Accounting Guidelines.
4. Well-developed interpersonal and public speaking skills, along with an ability to communicate complex and technical information in a straightforward manner.
5. Excellent writing and editing skills and high proficiency in relevant computer applications are required.
6. Flexibility of hours due to occasional overtime and attendance at meetings and other county activities.
7. Attention to detail, solid problem solving and advanced analytical skills are required
8. Strong initiative and leadership qualities are required