

Lambton County

Caring, Growing, Innovative

General Accountant, SWIFT (entry-level)



Job Number: J0917-0424
Job Title: General Accountant, SWIFT (entry-level)
Position Status: Full Time
Division: Community Partners
Facility: County of Lambton Administration Building
Facility: 789 Broadway Street
City: Wyoming, Ontario, Canada
Number of Positions: 1
Hours of Work: Monday to Friday, 8:30am to 4:30pm
Date Posted: September 18, 2017
Closing Date: October 1, 2017

Wage Rate: under review

SWIFT is looking for a CPA student in the program working towards their CPA designation and looking to fulfill the employment component. This is an entry-level position with opportunities for growth and advancement. SWIFT offers a comprehensive benefits package.

This position is with SWIFT, and not the County of Lambton. SWIFT has partnered with the County of Lambton to advertise this job opportunity and applications are only being accepted online by clicking the button at the bottom of this page.

Company Bio:

The SouthWestern Integrated Fibre Technology (SWIFT) Network is a forward-looking, financially sustainable plan to help the region connect, compete and keep pace in a digital world by building a holistic, ultra-high-speed fibre optic network across the region. Spearheaded by community and businesses leaders across southwestern Ontario, Caledon, and Niagara Region, SWIFT will build an ultra-high-speed fibre optic regional broadband network for everyone. Regardless of the size of your community, your age, education, or where you work, you deserve affordable access to high-speed broadband – and SWIFT is working to build and deliver critical infrastructure to our communities by connecting over 350 communities across 41,286 km² through 3000 Points of Presence and offering up to 1 Gbps access for \$100/month.

The project was initiated by the Western Ontario Wardens' Caucus (WOWC) in 2011 and was quickly joined by additional partners, including the City of Orillia, the Town of Caledon, the Region of Niagara, Grey Bruce Health Services, and Georgian College. In 2016, SWIFT received \$180 million in funding support from the federal and provincial governments.

POSITION OVERVIEW

The position offers the incumbent the opportunity to assume additional responsibility and accountability as their training progresses. The incumbent ensures all financial transactions are processed in a timely manner. They provide input towards and assistance with all financial accounting matters of SWIFT. Required to perform financial analysis for budgetary control purposes, perform internal audit reviews as directed, analyze trends and make recommendations on how to improve the quality of financial information available to SWIFT decision-makers in a supported environment.

DUTIES AND RESPONSIBILITIES

Financial Analysis:

- Provide explanations and advice to SWIFT management and Board of Directors regarding budgets, forecasts, variance reports, year-end closes (SWIFT and Funding Agencies), cost allocations, revenue recognition as well as adherence to GAAP, PSAB and HST compliance
- Performs financial modelling of trends and impacts
- Identify deficiencies, opportunities for enhancements and make recommendations on accounting and financial policies, procedures and controls consistent with the goals of SWIFT and its relevant regulatory obligations

Budgets and Financial Reporting:

- Review data and complete required analysis to determine reasonableness of proposed expenditures and expected revenues. Make recommendations and provide explanations for proposed actions that are determined to be unreasonable
- Verify that funding agency documentation and reporting is complete, reconciled and submitted in compliance with all legislative and contractual requirements
- Ensure that all financial transactions of the Corporation are processed in a timely manner, including J/E, A/P, A/R and payroll entries
- Verify that all statutory filings and payments related to payroll taxes, deductions, HST, etc. are submitted when due
- Prepare interim and annual financial statements as required by SWIFT, its management and Board to fulfil its needs and obligations

Variance Analysis:

- Prepare monthly analysis to ensure SWIFT management and Board members are kept up to date and informed about the state of the Corporation's finances and its financial position, including the reasons for variances from budget
- Verify that data entered for the monthly reports accurately projects the corporation's expected year-end position. Advise Manager, Financial Administration Services whenever projections are deemed unreasonable

General:

- Keep up-to-date on all relevant legislation and the decisions of the SWIFT Board, ensuring that all requirements of the Board or impacts of its decisions are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

QUALIFICATIONS

Minimum Formal Education:

- A University degree and studying to receive a CPA accounting designation

Experience:

- Enrolled as a CPA student working toward their designation
- Knowledge of generally accepted accounting principles, PSAB and HST reporting requirements
- Good organizational and communication skills along with excellent attention to detail
- Proficiency in the use of Excel and computerized accounting systems

A valid Ontario driver's license and use of a vehicle

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your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. Although we appreciate all applications, only those selected for an interview will be contacted.

Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, CHAPTER M.56, as amended. The treatment, storage and handling of personal information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER M.56, as amended and will be used in reviewing applications. Questions about this collection should be directed to the Corporate Manager, Human Resources, County of Lambton, 789 Broadway Street, Box 3000, Wyoming, Ontario N0N 1T0. Phone 519-845-0801 or Toll-free at 1-866-324-6912.

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