

Job Title: Senior Accountant

Range: \$2344.28 - \$3244.44 semi-monthly

Term: Permanent, full-time position

Location: Regina

Tourism Saskatchewan is seeking an organized and self-motivated individual to fill the position of Senior Accountant. This position is responsible for creation, compilation and review of various financial reports on weekly, monthly and annual schedules. Additional responsibilities include accounts payable and receivable processing, general ledger entries, reconciliations and ensuring compliance with relevant federal and provincial legislation. This position is also responsible for financial analysis, budgeting, public sector accounting, taxation legislation and regulations. This position also serves as a backup to the Senior Payroll Specialist as required. Relevant experience is required in addition to holding a Chartered Professional Accountant (CPA) designation.

Reporting to the Manager of Finance and Administration, the duties of this position are:

- Responsible for analysing all accounts payable and receivable entries for accuracy and correct general ledger coding as required by provincial and federal legislation
- Responsible for advanced ad hoc reporting, financial analysis, and assisting with budget preparation.
- Responsible for the monthly processing of the Business Visa program including review of general ledger coding, dollar values and required approvals.
- Responsible for the creation, compilation and review of monthly internal financial reports.
- Responsible for the government remittance reporting requirements such as GST and PST returns.
- Responsible for preparation of monthly bank reconciliations.
- Responsible for payment of all accounts payable invoices via EFT, cheque and/or wire transfers.
- Maintain and balance subsidiary accounts by verifying, allocating, reconciling transactions and resolving discrepancies.
- Assist the Manager of Finance and Administration with duties required to prepare financial reports and projections.
- Assist the Manager of Finance and Administration and CFO with the compilation of external reporting requirements, as needed.
- Provide software expertise to programs including SharePoint, Excel, Management Reporter and Microsoft Dynamics GP reporting.
- Responsible for year-end functions including auditor requests, lead sheets, analysis and government reporting requirements.
- Analyze accounting problems and/or issues and plan solutions in accordance with PSAB standards.
- Review current and future financial policies and procedures to ensure compliance to generally accepted accounting principles and PSAB standards
- Responsible for accurate maintenance of capital asset continuity schedule.

- Responsible for training staff members on various financial administrative processes as required.
- Investigate and resolve reporting problems and issues.
- Provide backup to other departmental accounting positions including timesheet issues.
- Secure financial information by completing database backups based on the pre-set schedule.
- Communicate verbally or in writing to internal and external stakeholders regarding accounting or financial issues.
- Ensure compliance with delegation of signing authority for expenditures and revenue.
- Continually look for new ways to improve efficiencies in all areas of the Finance department.
- Perform other related duties incidental to the work described herein.

The knowledge, skills and abilities required for this position are:

- Must have an undergraduate degree in Business, Finance, Business Administration or Commerce or related field with a Chartered Professional Accountant (CPA) designation (or willingness to obtain) or an equivalent combination of education and experience is required.
- A minimum of 2 years' experience in payroll is an asset.
- Possess a minimum of 5 years' experience in each of Accounts Receivable, Accounts Payable, and General ledger.
- Experience with accounting software required; experience with Microsoft Dynamics GP software is an asset.
- Experience with Microsoft Office (Word/Excel/Outlook) is required with advanced Excel competency.
- Conscientious, with keen attention to detail.
- Ability to read, understand and interpret legal terminology in collective agreements, benefit contracts and government regulations.
- Ability to work independently, without supervision, takes initiative in managing accounting procedures efficiently and effectively.
- Must update job knowledge by participating in educational opportunities, reading professional publications and participating in professional organizations to be aware of new rules, legislation, best practices and trends.
- Must possess strong organizational skills including ability to multi-task and set priorities.
- Must have strong interpersonal and communication skills and maintain positive working relationships at all levels within and outside the organization.
- Demonstrate a willingness to handle questions and inquiries promptly, objectively and factually and to help co-workers in need of assistance.
- Must have a strong work ethic and demonstrate the ability to be a team player.
- Demonstrate flexibility to perform multiple tasks and consistently prioritize, organize and plan to meet absolute deadlines.
- Demonstrate ability to recognize problems quickly and apply sound solutions independently.
- Demonstrate discretion and sensitivity due to confidential information
- Must have strong knowledge of Public Sector Accounting Standards.
- Ability to complete moderately complex mathematical computations.

Please submit your resume by 5:00 p.m. on Tuesday, January 26, 2021 to:

Joan MacPhail  
Director, Human Resources  
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