

JOB PROFILE

PERMANENT FULL TIME – ASSET MANAGEMENT & CAPITAL ACCOUNTING ADMINISTRATOR

Created: 2022 (Temp position)

Changed: 2024 (Permanent exempt position)

Updated: 2025

Job Summary:

Reporting to the Manager of Finance, this position is responsible for the coordination of capital asset initiatives including leading the City's asset management program, providing accounting support on significant capital projects, and ongoing capital asset accounting and financial planning. The incumbent works with departments to build asset management knowledge to support consistent and sustainable decision making related to the City's capital assets. This position also manages accounting and financial reporting for the City's grants.

Primary Duties and Responsibilities:

Support the Manager of Finance and Director of Finance in the annual financial planning processes related to capital and other non-recurring projects.

Work with the Manager of Finance in the accounting and reporting related to tangible capital assets and non-recurring projects, including monitoring, recording and reconciling expenditures and related capital and other revenues. Prepare all year end audit working papers related to these accounts.

Work with the Manager of Finance in the preparation of analysis and recommendations for long term financial planning related to capital assets' maintenance and replacement based on service level assumptions and condition assessments, including corporate prioritization and funding methodologies; review long range capital plans for consistency with asset management program.

Work with the Manager of Finance to coordinate the accounting and reporting for the City's investments in joint ventures and partnerships, including preparation of financial plans and annual financial statements. Prepare asset management plans for joint venture assets.

Provide accounting support and financial analysis for the lifecycle of significant capital projects in all City departments and joint ventures.

Oversee financial planning, accounting and reporting for capital and non-capital grant revenue and research grant opportunities related to funding of asset replacement or renewal.

Lead the Asset Management Committee in the oversight of the asset management program for the City's physical and natural assets, including periodically updating asset management policy, updating and/or creating asset management plans, coordinating training for staff and Council, and creating related processes and procedures to support asset management activities that are consistent with current best practices.

Coordinate activities of the Asset Management Committee, including preparing meeting agendas, compiling reference materials, taking meeting minutes, and liaise with other municipal asset management groups.

Review, assess and/or maintain asset inventories to evaluate data quality, accuracy and completeness for use in asset management program, including capital and O&M costs, and provide recommendations for improvement.

Develop and maintain a program for collecting, updating, maintaining, and managing the asset inventories including historical cost, amortization, condition assessments, and mapping.

Develop and implement standards and processes to identify and collect asset attribute data throughout the asset life cycle for capital planning, capital project delivery, financial reporting, and asset management activities.

Research and provide recommendations for asset management software. Act as the City's super user to provide ongoing maintenance and training for other users on asset management software.

Perform other related duties as required.

Knowledge:

- Considerable knowledge of Public Sector Accounting Board regulations; tangible capital asset accounting and asset management best practices.
- Considerable knowledge of accounting and budgetary principles, practices and procedures specifically related to long term capital planning.
- Thorough knowledge of project management tracking tools, presentation programs and ability to prepare graphs, charts and visual aids and best practices to communicate with stakeholders.
- Thorough knowledge of municipal, provincial and federal government systems, *Local Government Act*, and *Community Charter*
- Working knowledge of Geographic Information Systems (GIS).
- Working knowledge of Microsoft Office; strong computer skills in accounting software, complex spreadsheets, work order systems, other related complex data entry.

Ability to:

- Build productive relationships and trust with staff across all departments.
- Manage multiple issues, set priorities, work independently and effectively under pressure.
- Demonstrate critical thinking and analytical skills.
- Write and deliver reports and presentations to senior management and Council.
- Exercise sound judgement and make sound decisions, providing accurate advice.
- Model professional, ethical and collaborative behaviours.
- Work effectively with minimal supervision to complete assigned tasks with high degree of accuracy, efficiency, diplomacy, and confidentiality.
- Communicate effectively, both verbally and in writing, complex information; demonstrate strong business acumen.
- Work as part of a collaborative team.
- Maintain accurate records; record and prepare routine correspondence.
- Operate word processing, spreadsheet and related specialty software.

Education:

- Chartered Professional Accountant (CPA) designation. Consideration may be given to a CPA candidate that has completed all educational requirements but still requires up to 12 months of work experience in order to receive the designation.
- Completed post-secondary degree or diploma in Business or Public Administration.
- Asset Management Certificate an asset.
- Project Management Professional Certificate an asset.
- Advanced MS Excel skills.

- 3 - 5 years of demonstrated experience in financial accounting, asset management and/or financial/capital planning, preferably in a local government environment.

An equivalent combination of education and experience may be considered.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

Note that this position does not supervise staff directly and will be expected to work independently while supporting various City departments' staff and projects.