



## JOB PROFILE

### TERM – CAPITAL ASSET ACCOUNTANT

Created: 2022

#### **Job Summary:**

Reporting to the Director of Finance, this position is responsible for the coordination of capital asset initiatives including leading the development and implementation of an asset management program, implementation of PSAB Asset Retirement Obligations accounting standard, and 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.

#### **Primary Duties and Responsibilities:**

Lead the Asset Management Committee in the development and implementation of an asset management strategy for the City's physical and natural assets, including updating asset management policy, updating and/or creating asset management plans, 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.

Lead the procurement of asset condition assessments/valuations for asset management and insurance purposes. Review and assess existing asset inventories to evaluate data quality, accuracy and completeness and provide recommendations for improvement.

Develop 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.

Provide input and recommendations for Enterprise Asset Management System implementation, including direction on development of business requirements and migration of existing business processes. Provide guidance on the integration of risk management and asset management practices in existing and/or new processes to support program service delivery.

Work with the Director of Finance to prepare 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.

Lead and actively participate in the implementation of Section PS 3280, Asset Retirement Obligation, accounting standard as required by the Public Sector Accounting Standards Board, including gathering required information from City staff, working with Director of Finance to prepare required journal entries and financial statement disclosures, and providing support to auditors in their review.

Perform other related duties as required.

**Knowledge:**

- Considerable knowledge of provincial and federal government systems, *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act*.
- 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.
- 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 and external stakeholders.
- 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:**

- Completed post-secondary degree or diploma in Business, Engineering or Public Administration
- Asset Management Certificate an asset
- Certified Professional Accountant designation, P.Eng OR ASCT designation an asset.
- Project Management Professional Certificate an asset.
- 5 – 7 years of demonstrated experience in asset management and/or capital planning.

**OR an equivalent combination of education and experience will 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.