	Title: **Intermediate Accountant**	Date: 2007
CITY OF LANGLEY	Department: Corporate Services	
	Classification: Inside	Pay Grade: 27
	Date Signed Off by the Union:	

Nature and Scope of Work

This is accounting work of high degree of complexity and some variety involving responsibility for preparing quarterly budget forecasts; closing accounts and preparing period end financial statements; assisting in preparation of year end working papers for audits, handling all accounting operations and for preparing and maintaining records, statements, and returns related thereto. Although the work is performed in accordance with established accounting practices and procedures, the incumbent exercises considerable independence of judgment and action in performing all duties. The more complex problems or policy matters are discussed with a superior and work performance is reviewed in terms of effective accounting and related services provided and is subject to external audit.

Illustrative Examples of Work

1. Prepares quarterly budget forecasts, making adjustments to a wide variety of account budget projections; recommends alternative actions to superiors to maintain annual expenditure budget projections within the corporate budget.
2. Closes accounts at year end; prepares and reconciles monthly and year end financial statements, schedules, receivables and payables and special purpose funds.
3. Assists superiors in the production of working papers for year end audits; in conjunction with a superior participates in the preparation of the corporate annual budget projections.
4. Reconciles and approves bank statements, cash deposits and withdrawals; maintains and prepares grant funding records, completes related documents for compliance with reporting and internal control procedures.
5. Invests, controls and monitors special purpose funds according to defined procedures and guidelines, provides budget projections and cost analysis as required.
6. Records receipts and expenses to journals, accounts and ledgers; prepares a variety of federal, provincial and other government reports and reconciliations, provides direction and guidance to accounting clerical staff engaged in related accounts payable and receivable processing.
7. Other duties as assigned from time to time.

Required Knowledge, Abilities and Skills

1. Considerable knowledge of the applicable regulations, policies, rules and systems governing the work performed.
2. Considerable knowledge of accounting methods, practices and procedures and financial systems and computer applications related to the work performed.
3. Considerable knowledge of short term budget forecasting procedures, preparation and analysis.
4. Ability to analyze revenue and expenditures and recommend options for adjustments in operations to stay within short term budget projections.
5. Ability to perform detailed analysis and to prepare a variety of complex budgetary, financial, statistical reports and related material.
6. Ability to process all accounting, operations for the City.
7. Ability to prepare and balance ledgers, accounts and records; and prepare monthly and year end financial statements, and other complex accounting statements, schedules, returns, records and reports.
8. Ability to provide direction and guidance to a small group of staff engaged in clerical bookkeeping support duties.
9. Ability to monitor and maintain internal controls and recommend new or improved controls as required.
10. Ability to operate a variety of equipment including related computer technology.
11. Ability to establish and maintain effective working relationships with internal and external contacts.

Desirable Training and Experience

1. Successful completion of three years in a recognized professional accounting program (CMA/CGA).
2. Sound related accounting experience including some experience in budget analysis; or
3. An equivalent combination of training and experience.

Required Licenses, Certificates and Registrations

A member or eligible to become a member of a recognized professional accounting program (CMA/CGA)