



# Senior Accountant

## SECTION A: KEY JOB INFORMATION

<b>Job Title:</b>	Senior Accountant	<b>Department:</b>	Finance
<b>Retail:</b>	Kindersley & District Co-op	<b>Function (*TIS Retails Only):</b>	Finance
<b>Location:</b>	Kindersley	<b>Reports to:</b>	General Manager
<b>Retail Revenue:</b>	72 Million	<b>Job Classification (Career Stream):</b>	Professional
<b>Revenue/Sales Volume (If Applicable):</b>		<b>Classification Level:</b>	PROF 10
<b>Safety Sensitive:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Retail Salary Band:</b>	Band 10

## SECTION B: ROLE OVERVIEW

*In a 3-4 sentences, broadly describe the main purpose or function of the job. Indicate what is done and why (outcome).*

Lead the coordination and preparation of internal financial reporting documents. Provide guidance on all aspects of monthly and quarterly reporting including consolidation and allocations, analysis and reporting. Ensure relevant and reliable financial information is available to company decision makers in a timely manner. Coordinate the management of external financial reporting including analysis, liaising with external auditors, and preparing required analysis. Provide technical expertise and guidance to more junior staff, ensuring quality in technical accounting work. Provides analysis and recommendations on budgets and financial decisions

## SECTION C: KEY JOB RESPONSIBILITIES/JOB TASKS

*Describe the job's key (5-8) accountabilities in concise, comprehensive statements. Address what the incumbent does to achieve the job's main purpose. Also indicate the approximate % of time spent on each responsibility annually.*

KEY RESPONSIBILITIES	TIME SPENT (%)
Leads reporting and schedules for internal and external stakeholders, including management, board, and compliance reporting. Provide guidance to junior team members and reviews and completes all aspects of the monthly, quarterly, and year-end internal financial reporting processes, including preparation of the consolidated financial statements, allocations, review of required analysis and supporting documentation. Provide guidance and assistance to more junior team members in the analysis of policies and procedures and the application of accounting practices and policies.	
Lead the analysis and preparation of budgeting/forecasting and compile the annual budget documents and presentations. Prepare the consolidated budget board statements, including the budget and forecast balance sheet and the preparation of the required board reporting and analysis. Provide financial analysis and interpretation of budget variance to advise and guide senior leaders.	
Lead the planning and execution of accounting activities associated with reporting and statement consolidation, budgeting/forecasting, and fixed asset and inventory accounting. Provide expertise and guidance to more junior team members to reconcile complex financial reporting discrepancies, while ensuring compliance with financial transaction recording standards.	
Provide an independent, objective assessment of governance, risk management process and system of internal control structure by planning and performing reviews as assigned. Assess and provide recommendations to modify accounting and controlling policies and programs to meet requirements and support retail needs. This may include: documenting the systems or processes, identifying risks and key controls, identifying weaknesses, identifying inefficiencies, designing and performing tests on key controls and weaknesses.	



### SECTION D: LEADERSHIP

Indicate the titles of direct/indirect reports to the job and the responsibility for leadership. If the job does not have formal reports, indicate whether it has responsibility for informal guidance of others.

<b>Direct Reports</b>	
<b>Indirect Reports</b> <i>(positions reporting to this role through the direct reports above)</i>	
<b>Guiding Others</b>	

Indicate the type and level of supervision the job receives (i.e., how frequently is work discussed and feedback received?). Indicate what types of decisions are made independently and when work is referred to a supervisor/manager.

<b>Supervision Received</b>	
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### SECTION E: QUALIFICATIONS

Indicate the minimum level of education, related experience, and other requirements required to meet the full requirements of the job.

<b>Education</b>	Undergraduate Degree in Accounting or Equivalent
<b>Related Experience</b>	3 – 6 years of experience within applicable area of expertise.
<b>Other Requirements</b> (designations, certifications, specialized training)	CPA required.

### APPROVALS

<b>Prepared by:</b>	Name:		Date:	
	Title:			
<b>Approved by:</b>	Name:		Date:	
	Title:			
<b>HR Approval:</b>	Name:		Date:	
	Title:			