



Kennebecasis Regional Police Force

Internal Accountant

Integrity, Professionalism, Accountability, Compassion,

The **Internal Accountant** is new full time civilian role within the Kennebecasis Regional Police Force that will help guide the modernization of accounting and financial management practices within the department allowing for more timely financial information, improved decision-making, and increased financial accountability.

Reporting directly to the Chief of Police and working closely with other members of the Senior Leadership Team; Unit leads; and administrative support personnel; the KRPF Internal Accountant will:

PRIMARY FUNCTIONS

- Consolidate the organizations finance functions including purchasing, bookkeeping, budgeting and provision of timely financial information.
- Provide real-time financial data and insights to better inform decision making on financial matters
- Provide control and oversight of the organization's financial activities, ensuring accurate record-keeping, budget management, and adherence to financial policies and regulations.
- Participate in budgeting, forecasting, and financial planning processes, helping the organization anticipate future financial challenges and opportunities.
- Identify cost-saving opportunities, streamline financial processes, and improve the overall efficiency of the organization
- Communicate directly with other departments and management, improving collaboration and information-sharing related to financial matters.
- Provide oversight and support to payroll administration

This job description reflects the principal functions of the work identified and shall not be construed as a detailed description of all the work requirements that may be inherent within the scope of the position.

REQUIRED COMPETENCIES

- Knowledge of Accounting and Financial Principles
- Demonstrated ability to Use Office Technology, Software and Applications (Excel; Accounting Software and Financial Management Systems)
- Ability to adapt and learn new software i.e. cloud-based systems
- Exceptional attention to detail; well organized; and self-motivated
- Excellent verbal, written and interpersonal communication skills
- Ability to work both independently and collaboratively in a small office setting
- Possess a high level of integrity and respect for confidentiality

Working in partnership with the communities we serve to improve the quality of life by ensuring the order, security, peace and safety of the citizens of the towns of Quispamsis and Rothesay, NB



Kennebecasis Regional Police Force

Internal Accountant

Integrity, Professionalism, Accountability, Compassion,

TRAINING AND EXPERIENCE REQUIREMENTS

- University degree or Community College Diploma in Accounting
- 3-5 years accounting/bookkeeping experience working in a small to medium sized company
- Experience in purchasing, accounts payable and receivable, budgeting, preparation of monthly financial statements and projections
- Experience with accounting software (preferably QuickBooks Online)
- Experience with Hubdoc, Plooto, and Expensify considered an asset
- Knowledge of ADP Workforce considered an asset

SALARY RANGE - \$55,000 - \$65,000 commensurate with education, training and experience.

Diversity and Inclusion:

KRPF promotes a work environment that is welcoming, supportive and nurturing of cultural, ethnic, racial, class, gender, sexual orientation, language and other human differences. We are looking for individuals that exhibit behaviors consistent with the concepts of equity, diversity and inclusion.

TO APPLY

To be considered for this exciting opportunity, please submit an application package to the Manager of Human Resources at laurie.young@nbpolice.ca

The competition will remain open until **May 31st, 2023**.

PLEASE ATTACH THE FOLLOWING FOR CONSIDERATION:

1. **Cover Letter / CV (No more than 2 pages) Including:**
 - a. Current Contact Information
 - b. Work History and Experience
 - c. Education and Qualifications
 - d. Specialized Training
 - e. References with contact information

Note – A Criminal Record Check and Background/Security Clearance will be required.

For additional information, please contact the Manager of Human Resources – Laurie Young at (506) 847-6300.

Working in partnership with the communities we serve to improve the quality of life by ensuring the order, security, peace and safety of the citizens of the towns of Quispamsis and Rothesay, NB