

The Hamilton Conservation Authority
currently has the following employment opportunity:

Fixed Asset Accountant (1 year contract)

Reporting to the Finance Manager, the Fixed Asset Accountant will be responsible for developing financial reporting a framework for HCA's fixed assets. This position will involve researching and creating the management, control, and reporting policies and processes required to meet Public Sector Accounting Board guidelines for tangible capital assets. It will also be responsible for collecting, managing and inputting all fixed asset data, developing reporting procedures, and co-ordinating the completion of these procedures with departmental staff throughout the organization.

QUALIFICATIONS:

- A degree or diploma in business administration or commerce, along with a professional accounting designation program (i.e. CA, CMA, CGA) is required
- Five to ten years progressive experience in accounting and financial analysis is essential
- Technical knowledge and experience in developing capital asset policies and systems, combined with a knowledge of and experience with CICA and PSAB standards for capital assets
- Possess excellent communication, problem-solving, and analytical skills
- Team player capable of self-directed, independent work
- Knowledge of Great Plains and WorkTech software will be an asset
- Possess knowledge and experience in Microsoft Word and Excel
- Must have own transportation

WORKING CONDITIONS: The Fixed Asset Accountant will be based at Woodend, the Conservation Authority's main office; however, time will be spent in the field on HCA-owned lands. Working hours will total 37.5 per week, Monday through Friday inclusive, with the additional requirement of evening meetings and occasional work on weekends.

INCOME LEVEL: Pay will be based on experience and will range from \$30 to \$35 per hour.

ANTICIPATED STARTING DATE: Monday September 13, 2010.

Please visit our website for a full and detailed job description at www.conservationhamilton.ca If you are interested in this opportunity, please send resume and covering letter by mail or fax 905-648-4622 by **4:00 p.m. Friday, August 6, 2010 to:**

**Hamilton Conservation Authority
P.O. Box 81067
838 Mineral Springs Road
Ancaster, Ontario
L9G 4X1**

Attention: Human Resources
jobs@conservationhamilton.ca – Please specify job title in subject line
Fax: 905-648-4622

Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.