

TOWN OF SOUTH BRUCE PENINSULA

ASSET MANAGEMENT ANALYST POSITION DESCRIPTION

Reports to: Deputy Treasurer Status: Full Time

Last Revised: June 30, 2023 Hours: 37.5 per week

SUMMARY OF DUTIES

Reporting to the Deputy-Treasurer, the Capital Asset Management Analyst provides cost effective and high-quality financial services for the planning, development, implementation and sustainability of a Public Sector Accounting Board Standard 3150 (PSAB 3150) compliant, capital asset accounting and reporting system, as well as related policies and procedures. The incumbent is also to provide long-term asset management strategies including future capital funding approaches and maintenance and supervision of capital asset financial and budgeting methodologies. The Analyst is responsible to ensure all budget dollars flowing through the capital general ledger are compliant with General Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB) and related legislative regulations.

QUALIFICATIONS

- Post-secondary degree in Business Administration or Commerce
- Enrolled in recognized accounting designation (CPA, CMA, CGA, or CA)
- Three years of previous experience in a related field
- Advanced proficiency with accounting software and spreadsheet programs and applications
- Demonstrated knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Strong knowledge of fiscal management, business finance, capital funding, contracts, and partnerships
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Knowledge of standard office procedures and practices
- Meticulous with numbers
- High level of integrity and excellent work ethic
- Highly developed understanding of industry regulations, standards, and best practices
- Sound analytical thinking, planning, prioritization, and execution skills
- Strong formal and informal leadership skills
- Strong quantitative, problem solving and critical thinking skills

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RESPONSIBILITIES

1. Capital Asset Reporting/Recording

- Prepare financial analysis and make recommendations accordingly.
- Collaborate with other organization staff and external consultants to perform analysis on capital projects.
- Prepare and maintain capital reports as well as statistical, routine and special projects reporting.
- Populate asset details in Asset Management Software while applying principles and policies to evaluate accuracy.
- Manage accurate asset inventory events including tracking of additions and disposals
- Verify and compile asset details for condition, replacement schedules, life cycles, etc.
- Formulate data for external reporting of assets as required, e.g., auditors, Financial Information Return, Statistics Canada, etc.
- Verify purchases/projects are compliant with Town policies.
- Compile and track the value of Town assets.

2. Capital Asset Management

- Provide leadership on asset management and work in partnership with departments to record and report tangible assets.
- Participate in the development of internal systems to continually monitor and evaluate assets.
- Guide departments to ensure the purchasing, tangible capital assets and amortization policies are followed.
- Establish and manage computer software set-up of asset management.

3. Capital Asset Planning

- Collaborate in the development of ongoing long term asset management strategies, including future capital funding approaches.
- Prepare Asset Management Plan and develop long term strategies.
- Formulate reports for senior management to support decision making and align funding requirements.
- Compile information for the production of capital budget and future planning.
- Compile corporate forecast for capital planning scenarios.

4. Financial Reporting

- Evaluate projects to ensure alignment with approved budget and verify appropriate coding under the Town's policies and accounting standards.
- Analyze general ledger accounts, make recommendations and corrective entries as needed.

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- Review weekly payment runs to ensure compliance with purchasing policy and accurate coding of capital expenditures.
- Maintain compliant capital asset and reporting system.
- Research legislative and accounting standards changes that impact capital assets management and make recommendations for changes as required.
- Train and provide leadership to staff regarding asset function and reporting requirements.
- Research, develop, and maintain policies and procedures as it pertains to asset management.

The duties and responsibilities outlined above are representative but not all-inclusive.

Regular contact, in person and by correspondence, with internal staff in all departments. Occasional contact, in person and by correspondence, with Public Sector Digest – City Wide Software solution, Statistics Canada and Provincial Ministries and external auditors.

WORKING CONDITIONS

i) Physical Demands:

While performing the duties of this position, the incumbent is regularly required to sit for long periods of time. The incumbent is also regularly required to walk and occasionally to stand for short periods of time.

ii) Sensory Demands:

While performing the duties of this position, the incumbent is regularly required to operate a computer and to read for long periods of time. The incumbent regularly communicates with others by telephone, webinars, and in-person for short periods of time.

iii) Mental Demands:

While performing the duties of this position, the incumbent must use significant concentration in order to ensure proper asset management is maintained. Attention to detail is very important in order to ensure no mistakes are made in asset valuation and recording.

iv) Working Conditions:

The incumbent will work in typical office conditions. Noise levels are typical of an office that is open to the public.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.