

OPEN TO THE PUBLIC
ACCOUNTING OFFICER

DEPARTMENT OF FINANCE
PENSION & BENEFITS DIVISION
LOCATION – Charlottetown

FULL-TIME EXCLUDED POSITION
(Commencing immediately)

The PEI Department of Finance and Treasury Board Secretariat aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. This position is primarily responsible to record and report on the general ledger accounts for each pension plan in order to draft each plan's financial statements and note disclosures in compliance with the CPA Handbook and IFRS. To assist the Supervisor of Accounting and Pension Payroll (Supervisor) in the preparation of Public Accounts working papers, journal entries and note disclosures for all registered pension plans, non-registered pension plans, and other post employment benefit programs.

Duties will include:

- Draft the annual financial statements of each of the pension plans;
- Prepare working papers to reconcile accounts to the general ledger;
- Determine proper classification of revenues, expenses, assets and liabilities;
- Prepare schedules to support financial statement disclosures;
- Determine the amounts payable/receivable at the plans' year end;
- Prepare supporting accounts payable/receivable working papers;
- Prepare working papers required by the actuary used to prepare the annual accounting valuation of the pension plans and the tri-annual valuation of other post employment benefits (OPEBs);
- Review valuation data for completeness and reasonableness consistent with the benefit program details;
- Prepare and/or peer review the benefit expense calculations of the pension plans and OPEBs (current service cost, amortization and interest) and liabilities for use in the preparation of the base budget, quarterly forecasts and year end Public Accounts;
- Ensure the monthly cash flow requirements for each pension plan under administration is adequate to cover the pension payroll and recommend to the Supervisor the amount that should be transferred from the PEI Master Trust;
- Other related duties as required.

Minimum Qualifications:

- Post secondary degree in commerce or business administration;
- [Demonstrated equivalencies will be considered:](#)
- Considerable experience in accounting including preparation of financial statements, preparation of AR and AP schedules and reconciliation of accounts;
- Experience working in a highly regulated environment;
- A professional accounting designation will be an asset;
- Knowledge of the provisions of each pension plan administered by the section;
- Strong analytical skills, deductive reasoning skills and problem-solving ability;
- Strong Microsoft Excel skills;
- Ability to work independently and with self-initiative;
- Excellent time management and organizational skills;
- Ability to work under extensive timelines;
- Applicants must have a good previous work and attendance record. The successful candidate must provide a satisfactory criminal record check prior to beginning of employment.

Other Qualifications:

- A professional accounting designation is an asset;
- Completion of Pension Plan Administration Certificate (PPAC) courses an asset;
- Knowledge of Public Sector Accounting Board (PSAB) guidelines will be an asset;
- Knowledge of the Income Tax Act governing RRSP, pensions and deferred salary leave program will be an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$32.86 - \$41.08 per hour (Level 18 Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 155401-0123FPO
Closing Date: Monday, February 6, 2023 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.