

**OPEN TO THE PUBLIC****Accountant 2****Department of Finance  
Comptroller's Office****LOCATION - Charlottetown****Full-Time Temporary Position  
(Commencing immediately for six months with the possibility of extension)**

The purpose of this position is to provide accounting support in the areas of the preparation of the Public Accounts and maintenance of accounts within the Province's financial information system (FIS) and to provide support to the Manager, Financial Systems and Processing, in the areas of research, testing and implementation of upgrades and enhancements to FIS. The incumbent will also support FIS users and monitor accounting pronouncements made by the Public Sector Accounting Board (PSAB).

**Duties will include:**

- Preparing and completing public accounts within the Office of the Comptroller along with maintaining files for general ledger accounts to support year-end balances;
- Developing, implementing, and testing new features (upgrades and enhancements) to the FIS system; providing training and assistance to FIS users as required;
- Providing direction to other Departments and FIS users regarding entering accurate information into the accounting system and supporting them in retrieving information from the system;
- Maintaining one of the Modules within Oracle FIS including software changes and updates;
- Advising the Comptroller and Manager of Accounting on the impact on the Province's financial position of new regulations of CPA Canada/PSAB by reviewing pronouncements and media articles, and holding discussions with staff in other jurisdictions;
- Providing back-up for a number of accounting and administrative functions within the Division and assisting, as required, with regular accounting functions such as compliance audits, special reports, etc;
- Other duties as required.

**Minimum Qualifications:**

- Applicants must have a Business Degree and Professional Accounting Designation;
- Experience preparing financial statements and providing accounting support to employees in a medium to large multi-organization entity;
- Demonstrated equivalencies will be considered;
- Experience with spreadsheet and word processing software, Oracle and other accounting or business related software;
- Must have good communication skills, be highly motivated, able to work un-supervised and well organized;
- Additional relevant education and experience will be considered an asset;
- Applicants must have a good previous work and attendance record. The successful candidate must provide a satisfactory Criminal Records Check prior to beginning employment.

**PLEASE NOTE: Preference will be given to UPSE Civil employees as per the UPSE Civil Collective Agreement.**

**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:** \$28.93 - \$36.16 (Level 17 UPSE)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 138261  
**Closing Date:** Monday, August 12, 2019 4 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](http://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.