

## JOB DESCRIPTION



<b>Position:</b>	Intermediate Accountant – Rural Broadband Initiative
<b>Reporting To:</b>	Director of Business Operations
<b>Effective Date:</b>	TBD

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### **About MOPC Network:**

The Municipality of Pictou County (MOPC) Network is a community-focused, municipally run broadband service committed to connecting our rural communities with reliable, high-speed internet. Our team takes pride in providing essential connectivity that empowers local businesses, families, and public services. By joining our team, you'll contribute directly to strengthening our community's digital infrastructure while working in a collaborative, supportive environment that values innovation and public service.

### **Work Environment:**

This position is based at our main office in Pictou County and is administrative in nature. You'll be joining our Finance team and collaborating regularly with our Customer Success and Operations departments. We foster a collaborative environment where innovation and initiative are encouraged, and professional growth is supported.

### **Key Responsibilities**

#### **Core Financial Responsibilities:**

- Prepare and review financial statements and reports
- Perform account reconciliations, including bank, credit card, and general ledger accounts
- Assist in month-end and year-end closing processes
- Support budgeting and forecasting activities including budget variance analysis

#### **Compliance & Reporting:**

- Prepare quarterly GST/HST information for return
- Maintain proper expense categorization for grant eligibility and reporting
- Ensure compliance with accounting standards, tax regulations, and internal policies
- Assist in tax filings, audits, and regulatory reporting

#### **Operational Support:**

- Process and analyze accounts payable and receivable transactions
- Maintain accurate customer invoicing and payment processing
- Assist customers when invoicing related questions or issues arise
- Assist in reconciling monthly inventory levels

#### **Continuous Improvement:**

- Identify and implement process improvements to enhance efficiency
- Collaborate with other departments on financial matters

#### **Cross-Functional Collaboration:**

- Provide occasional support to Customer Success team with customer requests and sign-ups
- Participate in community marketing events as needed

**Qualifications & Technical Skills:**

- Bachelor's degree in Accounting or Finance
- Strong understanding of GAAP, financial reporting, and accounting principles
- Proficiency in Excel and accounting software
- Familiarity with Microsoft 365 suite, particularly SharePoint and Teams
- Knowledge of customer management systems is a plus
- Excellent attention to detail, analytical, and problem-solving skills
- Ability to work independently and manage multiple tasks effectively
- Strong communication and interpersonal skills

**Integrated Role Responsibilities:**

This position uniquely combines financial expertise with community service. While accounting duties form the core of the role (approximately 80% of responsibilities), the successful candidate will also contribute to our customer-facing operations during peak periods or staff shortages (approximately 20% of responsibilities). This blend allows for a broader understanding of our operations and greater impact within our organization and community.

**Working Conditions:**

This position is stationed at the MOPC admin building. The successful candidate may be required to work evening and/or weekend overtime as part of their support role.

**Compensation:**

This is a unionized position; compensation and other employment-related terms are outlined in the collective agreement.

**Starting salary: \$65,000.00**

**Join our dynamic team and contribute to bridging the digital divide in our community. Apply today and be part of our mission to provide reliable, high-speed internet services to our valued customers.**

**Closing Date & Applications:**

- We invite qualified individuals to submit their resume with cover letter by **4:30pm on December 31<sup>st</sup>, 2025**
- Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.
- It is the policy of the Municipality of Pictou County to prohibit discrimination of any type and to afford equal employment opportunities to applicants without regard to gender, race, color, religion, sexual orientation, national origin, age, disability, or veteran status.
- If you require accommodation during the application and hiring process, please contact [rhiannon.mcnair@munpict.ca](mailto:rhiannon.mcnair@munpict.ca).
- On behalf of the Municipality of Pictou County, we thank all those who apply; however, only those selected for an interview will be contacted.

**When applying for this position please quote: Intermediate Accountant RBB.**

Municipality of Pictou County

**ATTN: Rhiannon McNair**

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