



14. Prepares statistical reports as required.
15. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus first year accounting at a recognized institution (CGA, CMA program) plus three (3) years accounting experience or the equivalent training and experience in the accounting field.
2. Proficiency with personal computers and a variety of software packages.
3. Demonstrated ability to communicate and function effectively and harmoniously with staff and outside agencies.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**
