



Excellence Connectivity Services Livability Growth

12 Month Contract - Financial Analyst

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated.

All team members have equal opportunity within the organization to thrive and attain their highest potential.

Core Responsibilities

- Assist in budget preparation.
- Assist the Director of Financial Services / Treasurer with the preparation and the delivery of the annual operating and capital budget to Council.
- Provide support and guidance to all departments and the Library Board in the management of their budgets, and the review of financial information to ensure accurate and timely identification of significant variances and reporting by departments to Council and the Library Board as required.
- In collaboration with the Director of Financial Services / Treasurer, monitor revenues and expenditures for the Township.
- Provide advice and guidance to staff in the Treasury and other departments on recording accounting transactions based on generally accepted accounting principles.
- Assist in the development, accuracy and maintenance of computerized financial and accounting reports to provide financial information to departments and outside agencies.
- Assist the Director of Financial Services / Treasurer in the Annual Audit.
- Provide support for the annual review of insurance schedules.
- Assist the Director of Financial Services / Treasurer and other Department Heads with special projects.
- Assist with the presentation of operating and capital budget.
- Assist with the preparation of budget variance reports and monitor actual versus estimates throughout the fiscal year.
- Participate in customer relations by responding to inquiries, issues and concerns.

Qualifications / Skills / Experiences

- Must have a minimum of a three year post-secondary education in the field of Business Administration/Accounting, however a University education would be considered an asset.
- Three to five years relevant accounting experience, with advanced excel experience and the ability to create complex formulas.
- Thorough knowledge of accounting principles and practices and Public Sector Accounting Board (PSAB) standards.
- Must have the ability to conduct detailed and/or non-structured analysis with minimum supervision within tight deadlines.
- Must demonstrate advanced analytical, consultative and problem solving skills with the ability to develop and recommend effective solutions.
- Must possess excellent interpersonal skills with the ability to communicate both orally and in writing with all levels of staff and Council in an efficient, diplomatic and understandable manner.
- Must have advanced working knowledge of computerized financial applications; proficiency in MS Office (Word, Outlook, Excel, PowerPoint)
- A valid Ontario Driver's License is required and applicants will be required to submit a Criminal Reference Check in order to pass their probationary period.
- Working knowledge of municipal infrastructure and capital asset management plans would be considered an asset.

Salary

\$37.08 - \$43.38 per hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Financial Analyst - 12 Month Contract" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to hr@ramara.ca by 4:30pm on September 1, 2023.

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, relevant COVID-19 Protocols and Public Health Guidelines.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Thank you to all applicants, but only those selected for an interview will be contacted.