



Job Title:	Financial Analyst
Department:	Financial Services Department
Reports To:	Director of Financial Services / Treasurer
Salary Range	Band 8, 35 hours per week
Last Update:	July 21, 2023

Job Summary:

To assist all department heads with financial and analytical reporting, costing/scenario modeling for budget purposes and other financial analysis. Provide assistance to the Director of Financial Services / Treasurer and the organization with the development and operation of the Township's financial reporting and procedures.

Primary Duties and Responsibilities:

1. Assist in budget preparation. Gather, compile and ensure accuracy of budget figures entered for all departments. Assist the Director of Financial Services / Treasurer with the preparation and the delivery of the annual operating and capital budget to Council.
2. Provide support and guidance to all departments and the Library Board in the management of their budgets including the review of budget to actual variances, 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.
3. In collaboration with the Director of Financial Services / Treasurer, monitor revenues and expenditures for the Township.
4. Assist the Director of Financial Services / Treasurer with the monthly accounting processes for some departments. (General ledger reconciliation, journal entries, internal audit).
5. Provide advice and guidance to staff in the Treasury and other departments on recording accounting transactions based on generally accepted accounting principles.
6. Assist in the development, accuracy and maintenance of computerized financial and accounting reports (i.e. spreadsheets and system generated reports) to provide financial information to departments and outside agencies (i.e. HST, Energy Report and Cemetery Board).
7. Assist the Director of Financial Services / Treasurer in the Annual Audit including the preparation of year-end adjusting journal entries, reconciliation of general ledger accounts and year-end working papers.
8. Complete certain schedules of the Financial Information return for the Ministry of Municipal Affairs.

9. Provide support for the annual review of insurance schedules to ensure completeness and values used are reasonable. Update property and equipment schedules to reflect current operations and replacement value.
10. Assist the Director of Financial Services / Treasurer and other Department Heads with special projects requiring research and development, as well as detailed financial information and analysis of a variety of data, as required. i.e. rates study, municipal financial software.
11. Assist with the presentation of operating and capital budget.
12. Assist with the preparation of budget variance reports for the presentation to Council and monitor actual versus estimates throughout the fiscal year.
13. Participate in customer relations by responding to inquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies, etc. and provide interpretation, guidance and additional information, as necessary.
14. Assist in the preparation and review of tenders and quotations.
15. Other duties as assigned

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- 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.
- Knowledge of accounting principles and practices including strategic and financial planning as well as budget variance analysis.
- 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



Preferred Certifications:

- None

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.