

Financial Analyst

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Financial Analyst position. We look forward to your application!

Core Responsibilities

- Assist in the preparation of the annual operating and capital budgets, including compiling and verifying budget figures for all departments.
- Support the Director of Financial Services/Treasurer in delivering the annual budget to Council.
- Provide guidance to departments and the Library Board on budget management, including reviewing budget-to-actual variances.
- Collaborate with the Manager of Financial Services/Deputy-Treasurer to monitor Township revenues and expenditures.
- Assist with monthly accounting processes for select departments, including general ledger reconciliation, journal entries, and internal audits.
- Advise staff on proper accounting practices in accordance with generally accepted accounting principles (GAAP).
- Develop, maintain, and ensure accuracy of computerized financial and accounting reports (e.g., spreadsheets, system-generated reports) for internal and external use.
- Support the Director of Financial Services/Treasurer during the annual audit, including preparing year-end journal entries, reconciling accounts, and creating working papers.
- Complete assigned schedules for the Financial Information Return (FIR) for the Ministry of Municipal Affairs.
- Assist with annual insurance reviews, ensuring completeness and accuracy of property and equipment schedules.
- Provide financial analysis and research for special projects (e.g., rate studies, software implementation, policy development).
- Respond to inquiries from Council, ratepayers, departments, government agencies, and external organizations,

providing interpretation and guidance as needed.

Qualifications /Skills / Experience

- 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, including pivot tables.
- 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

\$40.81 - \$47.74

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies and Public Health Guidelines.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Financial Analyst**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Please be advised, this posting will remain open **until November 27, 2025**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.