

**Job Posting: #40**

**Job Title: Financial Analyst**

Department: Financial Services

Reports To: Deputy Treasurer

Directly Supervises: None

Status: Full-time Permanent

Hours per Week: 35

Salary Range: \$55,477.70 – \$67,433.49

**Application Due Date: Until a successful applicant is found and an eligibility list may be established.**

### Position Summary

This position provides support to all departments with respect to treasury functions with specific focus on auditing, financial analysis, budgets and reporting. Provide end-user support, data integrity, maintenance and reporting related to the financial system and software application.

### Role Specific Duties and Responsibilities

Financial Services Support:

1. Review and regular monitoring of general ledger accounts, reconciliations and reports for all balance sheets including, but not limited to bank accounts, reserves, trusts, accounts receivable and accounts payable sub-ledgers, payroll and accrual accounts.
1. Verify and prepare bank reconciliations for departmental deposits to the general ledger including balancing all electronic debits and credits for all accounts. Process journal entries for recurring and adjusting entries from bank statements; summarize findings to balance bank statement and general ledger cash account.
2. Assist in completing adjustments for School Boards, Grey County, Provincial payment-in-lieu (PILT) and Federal PILT taxes; remit payment requests, reconcile quarterly and report for year end. Request funds online for PILT.
3. Prepare Financial Information Return (FIR) schedules including Revenues, Expenditures, Grants, User Fees & Service Charges, Taxation and Performance Measures.
4. Support the annual audit process and responsible to complete account analysis, prepare working papers and produce year end accounting and reconciliation for tile drain loans, local improvements, prepaid accounts, debenture payments, trust funds, cemetery remittance to BAO and interest revenue accounts. Assist external auditors with collection of financial/accounting information, and explanation of same.
5. Assist in the development and implementation of internal control measures, financial and departmental policies and procedures.

6. Receive and respond to inquiries; receive and resolve complaints and deal with all contacts in a courteous and efficient manner to promote a high standard of public relations.
7. During peak periods in the Finance Department, provide assistance to other departmental staff.
8. Maintain effective and co-operative liaison with staff, financial institutions, provincial/ministry agencies, and colleagues.
9. Financial System/Software Support & Maintenance:
10. Create new accounts and maintain General Ledger in financial software and audit software. Import and maintain annual budget in financial software.
11. Record new capital assets into TCA system (WorkTech) and process annual disposals.
12. Process and verify annual depreciation of capital assets.
13. Run annual capital asset report for financial statements.
14. Maintain data related to fixed assets regarding the Public Sector Accounting Board's (PSAB) Generally Accepted Accounting Principles (GAAP) on government financial reporting.
15. Assist with the preparation of the annual capital and operating budgets.
16. Performs other duties as assigned in accordance with corporate objectives.

#### General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Perform other duties as may be assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

#### Required Certifications and/or Health and Safety Requirements

- None

## Education, Skills and Experience

1. University Degree or College diploma in business, finance, accounting or a related discipline. Membership in a Municipal Financial association and recognized accounting designation (CPA) considered assets.
2. A minimum of five (5) years demonstrated financial experience, preferably in a municipal setting.
3. Thorough knowledge of financial, purchasing, and general accounting principles, practices and applications; investment and debt management; applicable legislation/regulatory standards (i.e.: Municipal Act, Assessment Act) and property taxation; local government functions/responsibilities.
4. Thorough knowledge of Microsoft Windows and Office applications, financial information systems and associated evaluative techniques.
5. Demonstrates a clear understanding of all aspects of municipal taxation and knowledge of municipal administration and accounting.
6. Excellent skills in communication (verbal, written and interpersonal), analytical, public relations, customer service, organizational and time management.
7. Demonstrates tact and discretion in handling matters of a confidential or politically sensitive nature and maintains confidentiality.
8. Ability to deal effectively and courteously in all aspects of the position to foster good rapport and cooperative working relationships.

## Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with exposure to verbal criticism from the public.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

## Contacts and Interactions

- Communicates regularly with municipal staff, government ministries and agencies, tax payers, community groups, and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2024-40:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources



The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).