



**Job Posting: #2024-41**

**Job Title: Senior Financial Analyst**

Department: Financial Services

Reports To: Deputy Treasurer

Directly Supervises: None

Status: Full-time Permanent

Hours per Week: 35

Salary Range: \$67,935.86 - \$82,576.39

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

### Position Summary

This position provides support to the Deputy Treasurer by assisting in the handling of all financial affairs of the municipality and managing the accounting, financial controls, accounting systems, and financial analysis. Responsible for compiling, reviewing, analyzing, and reporting financial data for internal and external requirements. Provides leadership, guidance, and mentoring to Financial Services staff to ensure effective stewardship of public funds.

### Role Specific Duties and Responsibilities

1. Assist Departments in the development of their operating budgets, including the communication of budget timeline, changes in budget policy budget formats, developing supporting schedules, ensuring accuracy of data and coordinating cross-functional budgets.
2. Assist in annual budget consolidation of operating and capital, including compiling and checking data, crosschecking and reconciling department budgets, inputting and balancing annual budget in the Financial System.
3. Assist in establishing, monitoring, and amending user fees and charges (including assisting departments in the calculation of department user fees and budget estimates)
4. Assist with the development of the asset management planning, development, and monitoring of capital budgeting for municipal services, including policy, analysis, and tracking of financial commitments, in accordance with applicable legislation reporting of capital projects and annual budgets. Provide support and maintenance during the process.
5. Analyse capital expenditures on a regular basis and fund capital expenditures from appropriate sources. Ensure capital is in balance throughout the year and as part of the year-end process, appropriate schedules are prepared for the financial statements, reviewed and provided to the Town's Auditors
6. Monitor and review revenues and expenditures on an on-going basis; compare with budget allocations; analyse and report significant variances. Prepare monthly and quarterly variance reports for Senior Management Team and Council. Prepare year-end adjustments, accruals and deferrals and

- reallocations of general ledger balances as required
7. Assist in review, development, and reporting of capital projects and annual budgets, provide support and maintenance during the process.
  8. Monitor the collection of Development Charges related to budgets, track expenditures funded through Development Charges.
  9. Assist in tracking and reconciliation of the developer accounts. Includes letters of credit/securities held related to developer agreements.
  10. Assist in tracking and reconciling refundable deposit accounts and holdback account.
  11. Write and post various journal entries for general ledger accounts; prepare payment vouchers and security deposit accounts.
  12. Responsible for monthly submission and monitoring of Municipalities HST reporting and accompanying journal entries.
  13. Gather and assemble financial information that is required by managers and directors for preparing and presenting financial activity and accountability reports to Council, the province, and the public
  14. Perform calculations and analysis for use in preparing monthly reports, year-end working papers and correspondence with internal and external users.
  15. Assist in the management of the municipal accounting function which includes exercising professional judgement on the municipal accounting matters, maintaining the integrity of the chart of accounts, recording transactions in the general ledger in compliance with PSAB/GAAP, the development and maintenance of the procedural accounting manuals, analysis and timely reporting
  16. Assists with the coordination of the year-end audit process, and ensures timely and accurate reporting. Cooperates with the Municipal Auditor in the conduct of annual audits and preparation of financial returns and other related documents as required.
  17. Works with the Deputy Treasurer/Director of Financial Services to ensure that financial controls are effective and valid to maximize efficiency and effectiveness.
  18. 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. 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.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

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

- Possess a valid Class "G" Driver's License in good standing.

#### Education, Skills and Experience

1. University degree or College diploma in Business, Commerce, Economics, or Finance with a focus on accounting. Recognized accounting designation (CPA) would be preferred.
2. A minimum of five (5) years demonstrated financial experience, preferably in a municipal setting.
3. Thorough working knowledge of applicable legislation, municipal taxation, and general accounting transactions (posting, documenting, controlling, and reporting).
4. Knowledge of computerized accounting systems.
5. Excellent computer skills with advanced knowledge of Microsoft Excel.
6. Strong organizational and priority setting skills with the ability to communicate with other employees, management, and outside contacts.
7. Skilled in explaining financial related information to non-financial people.

#### Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

#### Contacts and Interactions

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials/agencies related to the Director of Financial Services at the federal, provincial and municipal levels.



## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2024-41:

[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).