

Position Description

Position Title: Financial Analyst
Department: Finance
Last Updated: September 2024
Classification: PT2

where it all happens.

Summary

The Financial Analyst supports City departments with budgeting, long-term financial planning, and projects that require financial analysis and input. This position also performs general accounting functions including planning, coordinating, and administering the budgetary systems and documentation, and conducting analysis of accounts.

Key Duties & Accountabilities

- Analyzes and interprets financial and budget information and provides financial advice and support to various municipal departments
- Prepares, compiles, and provides analysis of internal and external financial information in support of the administration of the municipal operating budgets, capital budgets and special projects
- Coordinates the preparation and administration of the municipal budgets, reviews budget submissions to ensure consistency and compliance with guidelines, and monitors budget adjustments
- Conducts special projects and process/workflow review engagements including testing software enhancements and upgrades
- Provides input into the development and improvement of financial information reporting
- Prepares financial, statistical, and analytical reports for senior management on matters such as project cost and alternative funding sources.
- Reviews financial business processes throughout the City and initiates or recommends improvements to achieve efficiencies and ensure strong financial internal controls
- Assists with the development and administration of the City's Development Cost Charge (DCC) programs.
- Assists with the processing of annual property taxes including handling public and telephone enquiries
- May be requested to work outside office hours, including in support of local emergencies
- Performs other related duties as required

Qualifications

- Post-secondary degree in Business, Commerce or related field or Diploma in Local Government Administration or equivalent, and four (4) years' experience in a senior accounting or financial analyst position, preferably in a local government setting
- CPA designation (or actively pursuing) is considered an asset
- Working knowledge of financial accounting, planning, budgeting, cost allocation and accounting principles and practices
- Strong working knowledge of budget preparation and reconciliation procedures

- Strong computer skills in Microsoft Office products particularly word and Excel with experience working with financial database software and electronic cash receipting systems
- Excellent interpersonal and communication skills with the ability to deal with all stakeholders in a professional manner, without compromising internal controls
- Ability to interpret, analyze, and convey complex financial information, concepts, rules and standards
- Demonstrated skills in preparing and analyzing financial reports
- Ability to communicate with tact and discretion when settling requests, complaints or clarifying information
- Ability to maintain confidentiality
- Ability to build positive working relationships both externally and at all levels of the organization
- Have a high degree of initiative, independent judgment, and action
- Possess a high degree of adaptability and willingness to be flexible in a changing work environment
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself