



VACANCY POSTING

POSTING #: NU-2022-26 Posting Period: June 17 – July 4, 2022	EMPLOYEE GROUP: Non-Union POSITION STATUS: Temporary Full-Time (Until approximately April 2, 2024) Hours worked per week: 35
Position: Financial Analyst Grade: 5 Wage Range: \$65,838 - \$74,058 / annum (Jan 2022)	Department / Division: Financial & Data Services / Finance Location: Cayuga, ON

LOOKING FOR THE ONE. APPLY, WORK, SUCCEED!

Located on the Niagara Peninsula in Southern Ontario, Haldimand County is a single-tier municipality with diverse urban and rural communities, an endless supply of four-season outdoor activities, and an outstanding quality of life. Our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live.

We're currently looking for a temporary full-time Financial Analyst for approximately 18 months – with a potential extension. The Financial Analyst will be assisting our Financial & Data Services team on its journey to successfully manage the finances of the Corporation. The ideal candidate for the Financial Analyst position is a dedicated self-starter leader with a passion for municipal finance and proven experience in delivering excellent customer service to its stakeholders.

The County believes in encouraging our employees to contribute to meaningful work that makes a positive difference. Joining our team opens the door to a rewarding career where the health and wellness of our employees, families, and communities are vital to the success of our workplace. The municipality's dedication to work/life balance, flexible working hours, remote work options, wellness programs, employee recognition programs, learning and development opportunities, competitive salaries, and benefits are a few of the reasons why you should join us today!

If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

PURPOSE OF POSITION:

Reporting to the Supervisor, Budgets & Financial Planning, the incumbent will:

- provide, develop, and monitor effective, efficient and timely financial planning reports / information for use by Management, Staff and Council;
- for accounting purposes, assist in the preparation of journal entries, account analysis, reconciliation and working papers.

EDUCATION & EXPERIENCE:

- Community College Diploma / Degree relative to area of responsibility (Accounting, Business Administration)
- a Municipal Accounting Certificate is desirable

PLUS

- less than 5 years current related experience (may include additional speciality training)

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Good understanding of municipal government, its operations and services.
- Sound technical knowledge of financial principles and practices.
- Knowledge of relevant Acts and Legislation governing the financial operations of municipal government.
- Demonstrated project management and organizational skills.
- Good understanding of business processes and financial management methods to: assist with the development of asset management processes and procedures; develop budgets and budget processes; work within approved budgets; and recommend appropriate action consistent with financial principles.
- Interpersonal skills to establish and maintain relations with others (County staff, peers within other organizations, agencies / organizations) and to resolve complaints / disputes / issues.
- Research, analytical, problem solving and decision-making skills to enable the assessment of issues / situations, develop options and make necessary recommendations.
- Communication skills (listening, writing, verbal) to: provide clear advice and information; ensure solid understanding of work requirements, work guidelines; and encourage and sustain consensus building to make decisions.
- Time Management / organization / project management skills to identify priorities, re-arrange work if required & manage activities to meet identified deadlines & successfully complete projects.
- Valid Ontario Drivers license and access to a reliable vehicle.

COMPUTER EXPERTISE:

Level 4 - The incumbent must possess a combination of intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently
- knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae)

Accountabilities / Tasks**Include, but are not limited to, the following:**

- assist in maintaining a Public Sector Accounting Board (PSAB) 3150 compliant capital asset accounting and reporting system, including related policies and procedures
- support the Finance team with the preparation of the County's budgets, providing analysis, budget review and assistance to the Divisions in financial forecasting, among other services
- assist in the year-end accounting processes and analysis and preparation of year-end financial statements and Financial Information Return (FIR), including the reporting of tangible capital assets
- monitor approved annual operating and capital budgets to ensure department / division compliance
- provide consulting, financial and accounting services to Management and Staff related to capital and operating budgets
- provide and maintain capital project accounting and reporting
- assist in preparation of business plans, reports and applications for grants
- undertake various revenue and expenditure studies and/or analysis projects, as assigned (for example, user fees)
- administer the financial requirements of development agreements ensuring required documentation is issued / received within identified time lines (for example, letters of credit, etc.)
- monitor and control reserves/reserve funds and Trust funds, ensuring appropriate parties are aware of status
- coordinate billings from Norfolk County for waste management (recycling / tipping fees) shared services

- provide accounting, payment and administration of debenture issues of Haldimand County
- create / establish and administer required Municipal Drain, and Tile Drainage fund accounts, within applicable legislative policies and procedures
- ensure project participants have clear understanding of the work to be completed and the processes and procedures to follow (result: completion of all work within identified timeframe and budget).
- research and prepare/draft documentation to/for management staff on current projects, conditions, issues, making recommendations as required; may be required to present information at public meetings, Council meetings, staff meetings
- ensure records for all projects/work undertaken are current, accurate and complete and that documentation is readily retrievable and current
- represent the Department / Division at relevant meetings
- practice effective public relations to sustain the positive image of the Corporation of Haldimand County
- establish and maintain relationships with counterparts in other Municipal governments, and ensure cooperative relations with Staff
- provide input into the development of appropriate Budget/Reporting Services policies and procedures / forms
- undertake projects / assignments as assigned by the Manager or designate

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check NO

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.