

Financial Analyst - Treasury

Temporary Assignment up to 12 Months

(Job # 2020-059-IE)

Department: Finance & Technology Services
Status: Full-Time, Temporary
Date Posted: November 23, 2020
Date Closing: December 18, 2020, 4:30pm
Number of Positions: 1
Scheduled Hours/Shifts: 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary: \$62,443-\$75,984

Position Purpose:

Reporting to the Manager, Finance/Deputy Treasurer, this position will provide financial support to the areas of budgeting and financial reporting. The Financial Analyst (FA) will work under supervision with general guidelines to provide support to the Finance team as well as individual departments including liaison with directors, managers and other staff members. The Financial Analyst is responsible for cash flow management, monthly bank reconciliations, investments and debentures. The FA will also be responsible for annual external audit and preparation of financial statements for Trust Funds. The FA will provide financial and technical support to ActiveNet user groups, monitor and track grants, including identify new grants available, assist with applications and reporting requirements.

Qualifications and Requirements:

- University Degree in Business, Commerce, Finance or related program or approved equivalent combination of education and experience.
- Professional accounting designation of Chartered Professional Accountant (CPA) preferred
- Minimum three (3) years relevant professional accounting or financial experience
- Experience in municipal budgets, forecasting and financial reporting and accounting
- Thorough working knowledge of generally accepted accounting principles as applied through the Public Sector Accounting Board (PSAB) standards and guidelines
- Knowledge of relevant acts, guidelines, regulations and legislation
- Advanced skills in MS Office with an emphasis on Excel
- Excellent communication, interpersonal, consultation and relation building skills with ability to deal courteously and effectively with municipal staff, elected officials, residents and other agencies
- Experience with MS Dynamics/Great Plains accounting software
- Effective organization skills; ability to prioritize and meet deadlines regularly
- High degree of accuracy, attention to detail and record keeping skills
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files
- Availability to attend evening meetings and/or work overtime as required which may be significant during annual budget and yearend cycles
- Consideration will be given to applicants that do not meet the qualifications and requirements as an underfill opportunity

How to apply:

Please forward your resume in confidence by **December 18, 2020 at 4:30 pm** identifying **Job # 2020-059-IE - Last Name, First Name** in the subject line to hr@townofws.ca. Please ensure your application is saved in one single document.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation. **We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**