



## Financial Analyst

### Company Description:

Located in southwestern Ontario, Thames Centre is a modern thriving community, located on the eastern edge of the County of Middlesex and City of London. We offer a mix of both urban and rural living where neighbours and friends are often one and the same, working together to sustain and grow our community through quality services and responsible leadership. We are proud of our magnificent natural areas, recreation facilities, and overall local amenities.

### Job Description:

Under the direction of the Director of Financial Services/Treasurer, the Financial Analyst supports in preparing the budget and year-end working papers and serves as a backup for the Accounts Coordinator. They also assist Department Heads with financial and analytical reporting, costing scenarios, and modeling for budget purposes. In addition, they aid the Director of Financial Services/Treasurer in developing and maintaining the Municipality's financial reporting and Asset Management database. Alongside, they stay updated on Development Charges to support ongoing monitoring, implementation, and annual reporting needs. The Financial Analyst also assists staff in upholding the integrity of the public procurement process and compliance, as well as tracking and reporting for grants according to legislative requirements, council policies, and industry best practices.

### Responsibilities:

- Gathers, compiles and ensures accuracy of budget figures entered for all departments. Assists with preparing and delivering the annual operating and capital budget to the CAO for the Council.
- Assists Department Heads with analyzing the financial/budget impact of projects or purchases including performing cost/benefit analysis to provide information for Council reports.
- Provides financial and budget analytical support, working with departmental program/project managers. Completes quarterly variance analysis and other interim financial reporting.

- Assists Departmental staff in using the corporate financial information systems to monitor budgets.
- Ensures the integrity, quality and logic of the information contained in Keystone.
- Assist with ensuring the accuracy and timeliness of data entered in Keystone, including interfacing from another system.
- Maintains the budgeting software Questica, including the OpenBook platform, including training team members.
- Assist in maintaining the internal control system to help prevent fraud.
- Assists in coordinating and filing outstanding accounts with the collection agency in accordance with municipal collection policy.
- Assists with year-end adjusting journal entries, prepares assigned year-end working papers for the auditor, and responds to auditor inquiries.
- Prepares analysis and reconciliations to ensure all pertinent expenditures and revenues are included in the year-end audit.
- Reconciles balance sheet accounts and works closely with departments to ensure outstanding items are cleared on time.
- Maintains a current understanding of the Development Charges Act to assist the Director of Financial Services/Treasurer with the ongoing monitoring, implementation and annual reporting requirements.
- Assists in maintaining the Municipality's Asset Management database for accuracy and compliance with legislative requirements.
- Working with the GIS Technician/Asset Management Assistant, sets up new TCAs and assists in year-end entries, including disposals and annual review of write-downs.
- Maintains data continuity and accuracy through ongoing analysis and work with Departments to ensure compliance with Asset Management regulations.
- Assists with a tracking system to plan, schedule and coordinate projects to ensure contracts are in place before expiration and responsible for coordinating with other departments to ensure compliance and reporting requirements are met by the Municipal Funding Agreements (project scope, signage, etc.).
- Identifying and reviewing new, emerging and recurring grant opportunities and coordinating preparation, submission, and tracking of grant applications.
- Assists in coordinating purchasing, payables, and payment functions through internal controls and processes.
- Serves as the primary backup for the Accounts Coordinator.
- Develops and maintains various spreadsheets for data collection, record keeping, and claims submissions (e.g., Holdback allocations, Worker's Compensation Vendors Listing and capital/grants).
- Prepares monthly utility reports for distribution to the Director of Community Services & Facilities. Responsible for coordinating the completion of the annual Energy Reporting and the LAS Electricity Program.
- Assistance is provided in maintaining the integrity of the public procurement process. This includes ensuring that all purchases are made and awarded according to the

policies and procedures outlined in the Purchasing By-law and/or other federal or provincial legislation. Compliance with documentation is assured through the development and review of procurement specifications and services in collaboration with Directors.

- Assists with representing the Municipality on purchasing groups when requested by the Director of Financial Services/Treasurer and provides updates to all Directors.
- Maintain TOMRMS filing system for the department, including maintenance of Laser fiche workflows and paperless systems.
- Identifies opportunities for process improvements.
- Provides backup for other Financial Services staff, as needed. For example, processing accounts receivables, payroll and related government remittances, during vacations and leaves.
- Assists in the design, implementation, and maintenance of software enhancements for Financial Services, such as Laserfiche forms, UKG, etc.
- Performs other duties as assigned.

Note: job description is under review.

Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

### **Minimum Qualifications:**

- Post Secondary Diploma/Degree in accounting, finance or related discipline.
- Working towards the Chartered Professional Accountant (CPA) designation would be preferred.
- Two (2) to three (3) years' experience in municipal accounting and finance.
- Previous financial experience within a municipal environment and/or enrollment in the AMCTO program or equivalent, would be preferred.
- Sound working knowledge of office practices and procedures.
- Computer literate in software programs such as Microsoft Office and web business banking software.
- Previous experience in Municipal software, such as Keystone, would be preferred.
- Ability to work independently, prioritize and meet deadlines.
- Excellent interpersonal skills, able to communicate effectively both orally and in writing with fellow staff, elected officials and the general public.

### **What Thames Centre has to offer:**

- A competitive salary ranging between \$77,383 to \$87,096 for 2024 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.

- A supportive and collaborative work environment.

## Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Tuesday, July 23, 2024** to:

Anica Peter, Human Resources Manager  
Municipality of Thames Centre  
4305 Hamilton Rd.  
Dorchester, ON, N0L 1G3  
Email: [apeter@thamescentre.on.ca](mailto:apeter@thamescentre.on.ca)

*The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.*

*In accordance with the Municipality of Thames Centre's COVID-19 Vaccination Policy, please note that all new Thames Centre employees are required to be fully vaccinated as a condition of employment.*