



GEORGINA

# Career Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Senior Financial Analyst

(Job ID# 2019.53)

**Department:** Corporate Services  
**Location:** Civic Centre  
**Status:** Permanent, Full Time  
**Number of Positions:** 1  
**Annual Salary:** \$46.81 - \$57.82  
**Date Posted:** March 28, 2019

**Date Closing:** April 11, 2019

**Come work with us!** Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position Purpose:** Assists the Director of Corporate Services/Treasurer with developing, monitoring and reporting of related overarching corporate financial strategies, policies, guidelines, processes, procedures, internal controls, and financial analytics. Responsible for the administration and timely development of the annual budget and 10-year capital forecast. Prepares consolidated financial information documents that are high quality, accurate, consistent, timely and of a confidential nature. Investigates best practices, researches and conducts short and long-term financial planning scenarios. Assists the Director of Corporate Services / Treasurer with investment and development charge management

**Qualifications:** Four (4) year university degree in Business, Commerce, Finance, Economics, or related discipline from an accredited university; Professional accounting designation of Chartered Professional Accountant (CPA) considered an asset; Three (3) years' relevant professional accounting or financial experience; Experience managing municipal budgets, forecasting future requirements, and related financial impacts.

***For full details please see attached job description***

**How to apply:** Qualified applicants are invited to submit a detailed resume with cover letter indicating how your qualifications meet our requirements. Please apply in confidence by **April 11, 2019**, quoting file **#2019.53** to [careers@georgina.ca](mailto:careers@georgina.ca) or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

**Committed to diversity and a barrier-free environment:** The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## JOB DESCRIPTION

**Title:** Senior Financial Analyst  
Corporate Services  
**Position#:** NU92  
**Date Created:** February 2019  
**Reports to:** Director of Corporate Services/ Treasurer  
**Direct Reports:** None  
**Indirect Reports:** None  
**Employee Group:** Non-Union  
(CUPE 905.03 CUPE 905.13; GPFPA; Non-Union; Management; Seasonal; Sessional; Temporary; Student)

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### Position Summary

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### Responsibilities

#### **Financial Planning and Budgeting:**

- Plans, co-ordinates, develops and prepares the corporation's annual and multi-year budgets, in accordance with direction from Council and Senior Management, the Ontario Municipal Act, and Public Sector Accounting Board (PSAB) Guidelines.
- Prepares annual budget instruction packages for distribution to corporate departments and develops assumptions, parameters, and thresholds contained therein.
- Completes the annual confidential payroll budget for all union and non-union employees
- Attends Council meetings during confidential budget deliberations, making presentations as may be required, monitoring proposed budget changes, and providing supporting documents and information.
- Assists with the preparation and analysis of confidential labour relations financial information as it relates to wages, salaries and benefits cost implications pertaining to negotiations, collective agreements and any other labour/management issues as required or requested.
- Plans, develops and coordinates the annual preparation and update of the ten-year capital forecast, coordinating and providing support to each client department, ensuring appropriateness and consistency of each submission. Prepares the final consolidated ten-year capital forecast and prepares necessary reports.
- Utilizing cash flow models and the ten-year capital forecast, analyzes and prepares accompanying reserve and reserve fund forecasts, and identifies cash flow risk issues and areas of concern.
- Prepares graphical summaries of budget analysis for review with Senior Management and with Council, as well as historical and pro-forma projections, using pie charts and trending charts.
- Formulates estimates of monies to be provided for in the budget to accommodate any outcomes of future or ongoing Collective Agreement bargaining.

- Liaises with and assists corporate departmental staff in developing business plans, budgets, and forecasts, including procedures and systems for the co-ordination of budget submissions.
- Meets regularly with Town departments to review budget variances and resolve any anomalies, reporting any significant concerns to the Manager of Finance/Deputy Treasurer and the Director of Corporate Services as may be required.
- Develops and administers budget policies and practices under the guidance of the Director of Corporate Services/Treasurer.
- Conducts research and analysis pertaining to budgets, forecasts and other financial and economic studies as required.
- Provides recommendations to Senior Management with respect to appropriate funding sources for capital projects, including grant opportunities, development charges, user fees, and tax levy.
- Analyzes user fee requirements as compared to the real costs of business units and programs, and drafts related recommendations to Senior Management and Council towards cost recovery.
- Makes presentations to Council on budget, investments, or special project recommendations if requested.
- Develops and maintains a resource center containing economic, as well as comparative and historical financial information of other municipalities.
- Assists in the design of software systems for budgeting and financial forecasting.
- Develops complex spreadsheets for multi-year budgeting and consolidation.

#### **Development Charges:**

- Maintains knowledge of the Development Charge By-laws and Act for tracking growth related projects.
- Creates a process and policy for effectively tracking Development Charge Credit approvals.
- Monitors and manages all credit agreements ensuring the accuracy of credits granted on legal agreements and tracking outstanding balances to ensure excess credits are not given.
- Analyzes and monitors the Town's Reserve Funds to ensure appropriate funding allocations and long-term financial planning contribution requirements.
- Writes and updates development charge reports for changes in rates.
- Manages the Town's Development Charge Background Study from a financial perspective.
- Plans and co-ordinates the Town's Development Charge Background Study updates.

#### **Investment Portfolio Analysis:**

- Identifies excess cash availabilities, and using cash flow models, recommends appropriate quantum and term of investments.
- Reports monthly to the Director of Corporate Services / Treasurer as to the status of current investments.
- Prepares an annual investment report and presentation to Council on the status of the Town's investments.

#### **Project Management and Leadership:**

- Will collaborate with Directors on implementing financial strategies that align to the Town's Corporate Strategic Plan.
- Develops and maintains effective working relationships with a variety of stakeholders including members of Council, the CAO, senior management external committees and agencies, businesses, other levels of government and the public.

- Prepares various communications and reports to Council regarding budgets, investments, and development charges.
- Identifies and facilitates opportunities for streamlining financial processes through continuous improvement.

#### **Other Duties and Role Expectation:**

- Undertakes special projects as assigned by the Director of Corporate Services / Treasurer.
- Works overtime as required, which may be significant during the annual budget cycle.
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained.
- Participates in the Town's Health & Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

#### **Minimum Qualifications**

##### **Education and Training:**

- Four (4) year university degree in Business, Commerce, Finance, Economics, or related discipline from an accredited university or an equivalent combination of education and experience;
- Professional accounting designation of Chartered Professional Accountant (CPA) considered an asset.

##### **Experience:**

- Three (3) years' relevant professional accounting or financial experience;
- Experience managing municipal budgets, forecasting future requirements, and related financial impacts.
- One (1) year on the job for the period of adjustment, orientation, and adaptation;

##### **Knowledge:**

- Thorough working knowledge of professional accounting principles/practices and the Public Sector Accounting Board standards (PSAB);
- Good working knowledge of Enterprise Resource Planning (ERP) and Financial Information Systems.

##### **Competencies:**

- Level of "excellence" in Microsoft Office applications, such as word processing, database and presentation software applications, as well as Internet research abilities;
- Level of "expert" in Microsoft Excel;
- Excellent interpersonal, organizational, analytical, investigative, problem-solving, report writing and verbal communication skills;
- Demonstrated ability to work independently as well as in a team environment;
- Ability to work overtime as required;
- Criminal Reference Check;
- Class G Driver's Licence in good standing and reliable vehicle to use on corporate business.

##### **Physical Demands and Working Conditions**

- Normal office conditions.