



## **Financial Analyst/Internal Auditor**

**Full Time (35 hour work week)**

Salary: \$55,656 to \$66,448 (2020)

Plus, a comprehensive benefit package and OMERS pension plan

Reporting to the Supervisor of Accounting Services, this position will be responsible for accurate analysis and recording of financial data for all departments of the City of Brockville.

Specific duties include, but are not limited to: monthly and year-end reconciliations, financial reports and accounting analysis. Assist in development and administration of the City's Brownfield and Community Improvement programs. Implement, maintain and audit internal control procedures in accordance with City wide financial controls. Assist with the preparation of payroll and reconciliation requirements and be trained as back-up to payroll.

A complete job description is available by clicking here: [Job Description](#)

### Essential (Minimum) Qualifications:

- Three (3) year college diploma in accounting or business discipline or suitable combination of education and relevant work experience.
- Three (3) years' experience in municipal finance or similar environment.
- A.M.C.T. Municipal Accounting Course (or the ability to obtain).
- Proven organizational skills and ability to work with very tight deadlines and competing priorities.
- The ability to work independently with a high degree of accuracy and reliability.
- The ability to prepare and make presentations; together with superior verbal, written and interpersonal skills.
- Computer literacy in the Microsoft Office suite and sophisticated Financial Management applications is required.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Financial Analyst/Internal Auditor" on/before 4:00 p.m. on Tuesday, March 23, 2021 to the following:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## CITY OF BROCKVILLE

### JOB DESCRIPTION

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<b>POSITION:</b>	<b>Financial Analyst/Internal Auditor</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>REPORTS TO:</b>	<b>Supervisor of Accounting Services</b>

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#### **PURPOSE AND SCOPE:**

Reporting to the Supervisor of Accounting Services this position is responsible for accurate analysis and recording of financial data for all departments of the City of Brockville.

#### **DUTIES AND RESPONSIBILITIES:**

- Dedicated to preparation of year-end audit activities and to act as the main liaison with Audit Firm and City Staff to ensure completion of required activities with the goal of successful audit results in a timely manner.
- Prepare and reconcile financial statements and Financial Information Returns (FIR) for each department.
- Responsible for special reports and requests and ad hoc reporting needs of the City Departments.
- Responsible for the preparation of Financial Performance Measurement Indicators with the input and assistance of the department heads.
- Maintain up to date and thorough knowledge of the concepts of financial and internal controls and provide, through regular liaison with the management, methods for City-wide financial controls.
- Preparation and analysis of reports for departments as they relate to the finance department both internal and external.
- Perform internal audits of various revenues, expenditures, to ensure compliance with City policies and procedures as well as Provincial legislative requirements.
- Assist with the development, administration of Brownfield and CIP programs.
- Analyze and prepare schedules for the Brownfield and CIP programs.
- Assist with the preparation of payroll and reconciliation requirements and be trained to perform payroll in absence of HR & Payroll Coordinator.
- Trained support of all employee benefit programs and OMERS pension plan.
- Accountable for bank reconciliations and corporate on-line banking activities.
- Support with the processing of journal entries. To analyze/review and post journal entries to the general ledger.
- Complete various reports, reconciliations and month and year end analysis as required.
- Act as backup for Customer Service Front Counter roles and for the Financial Analyst - General.
- Attend Council/Committee meetings as required.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

**EDUCATION/SPECIALIZED TRAINING/SKILLS:**

**Essential (Minimum) Qualifications:**

- Three (3) year college diploma in accounting or business discipline or suitable combination of education and relevant work experience.
- Completion of the AMCT Municipal Accounting Course or willingness to complete.
- Proven organizational skills and the ability to work with every tight deadlines and competing priorities.
- Must possess excellent verbal and written communication, presentation and interpersonal skills.
- Demonstrated ability to work independently in a high activity level department with a high degree of accuracy and reliability.
- Ability to work in a demanding computer environment requiring a significant degree of visual and mental dexterity.
- Computer proficiency in Microsoft Office products.
- Demonstrated ability to organize and present various reporting packages to Council, Management and Staff, including confidential information contained therein.

**Asset (Preferred) Qualifications:**

- University degree in Accounting, Business or related field.

**WORK EXPERIENCE:**

**Essential (Minimum) Qualifications:**

- Three (3) years' related experience in finance and/or municipal functions.

**Asset (Preferred) Qualifications:**

- Five (5) years' related experience in finance and/or municipal functions.

**WORK ENVIRONMENT:**

- Comfortable Office Environment
- Occasionally must work under tight deadlines.

The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.