



## **Financial Analyst/Internal Auditor**

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

Salary: \$49,904 - \$63,773 (2018)

Plus a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted non-union position in the Finance department.

Reporting to the Manager of Finance, 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. Review, analyze and approve journal entries before updating in the financial system.

### 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 public 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 Monday, February 4, 2019 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.