



## **Financial Analyst – General Full Time (35-hour work week)**

\$28.43/hour - \$36.34/hour

Plus, a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted C.U.P.E. Local 115 (Inside) position in our Finance & IT Services Department.

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. Additionally, this position works directly with the Director of Finance & IT Services for budget preparation and variance analysis.

Specific duties include but are not limited to: monthly and year-end reconciliations, financial reports and accounting analysis, coordinate the development/analysis/presentation of Annual Budgets; assist in development and analysis of tax and or water rates; analyze/review and post journal entries; coordinate variance analysis for all City Departments; prepare/present various reports to council; prepare sales tax returns, complete on-line banking activities and other duties as assigned.

### Essential (Minimum) Qualifications:

- Three (3) year community college diploma in accounting or business discipline or a suitable combination of education and relevant work experience.
- Two (2) 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 applicants must submit a cover letter and resume marked "Financial Analyst - General to the following on/before Friday, January 22, 2021 at 4:00 p.m. 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.