

# EMPLOYMENT OPPORTUNITY

## Budget Specialist

### Financial Management Services

**Summary:**

Reporting to Manager of Financial Planning, the Budget Specialist is responsible for providing program, departmental and divisional specific financial support for operating, capital and rate budgets as well as associated reporting to Departmental and Divisional management teams and various project managers. This position also provides support to other divisions in Financial Management Services related to procurement and other financial reporting matters, such as variance analysis, grant applications and the budgeting of approved grants.

**Duties and Responsibilities:**

*(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).*

- Provide consultation and integrated financial services, ensuring required financial supports are in place for the corporation and departments to achieve their business goals and objectives.
- Act as first point of contact for program, department and divisional management teams and project managers for day-to-day issues with financial implications.
- Ensure departmental procedures are in place and monitored for compliance with general accepted accounting principles and corporate directives.
- Work with finance process and policy owners to understand needs and provide expert advice in order to recommend process improvements. Maintain and update procedure documentation for reporting.
- Provide financial and budget analytical support, working with departmental program/project managers. Complete quarterly variance analysis and other interim financial reporting.
- Build models to help program, departmental, divisional and project managers provide forecast projections of revenues and expenses. Coordinate the annual budgeting process (operating and capital), build models and provide guidance on required assumptions to assist in the preparation of budgets.
- Prepare program specific internal and external reporting, liaise with program specific agencies as needed.
- Undertake financial audits to ensure all financial policies are observed including contract awards, reporting, and filing of financial information.
- Work with department management to develop the financial information required in Council reports.
- Work with corporate reporting function, coordinating and preparing required program specific external reports (i.e., grant funding reports).
- Identify opportunities for process improvements. Investigate process improvements, economies of scale, etc. that provides financial benefit to the department and taxpayer, conducting analyses and recommending actions to be taken. Research issues/best practice and develop recommendations to be applied in both financial reporting and business processes.
- Ensure journal entries, account reconciliations, and analyses are completed in a timely fashion. Create and maintain account structures within programs/departments/divisions in coordination with accounting team.
- Provide support and data gathering and analysis for special projects and initiatives.
- Performing all other job-related tasks or special projects as directed.

**Position Requirements:**

- University degree in accounting, finance, business administration or related field.
- Minimum three (3) years progressive experience preferably within the Ontario Municipal financial context with emphasis in financial reporting, analysis of budgets, variance tracking and related financial analyst experience, responsible for complex accounting, budgeting and reporting.
- Chartered Professional Accountant (CPA - CA, CGA or CMA) designation or actively pursuing the designation is preferred.
- Knowledge of external regulations, such as the Municipal Act, the Development Charges Act, the CICA/PSAB Handbook, and all other regulations impacting the accounting and financial reporting of Ontario municipalities.
- Completion of the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) - Municipal Finance and Accounting Program is considered an asset.
- Completion of Municipal Finance Officers Association (MFOA) - Municipal Finance 101 is considered an asset.
- Strong working knowledge of budgetary accounting and reporting processes necessary to develop efficient and effective systems and procedures.
- Highly motivated team player, with strong technical and analytical skills and an in depth understanding of business operations, processes and internal controls.
- Ability to work and act independently as well as collaboratively in a team environment and manage multiple assignments within tight time restrictions.
- Strong written and verbal communication skills with the ability to communicate concisely and effectively with respective City department staff and other divisions within Finance.
- Well-developed problem solving and conflict resolution skills.
- Advanced proficiency in MS Excel and a willingness and ability to learn and apply new technology as it relates to financial software and systems.
- A valid Ontario Driver's licence, Class "G", with a clean driving record.
- Demonstrated commitment to enhancing a safety culture.
- Proven completion of the Ministry of Labour Worker Health and Safety Awareness training.

**Salary Range:** Minimum \$65,202 annually; Maximum \$81,502 annually

**Expected Work Location:** Hybrid

**Hours of Work:** Currently Monday to Friday 8:30AM - 4:30PM

Applications will be accepted online at [www.stcatharines.ca/jobs](http://www.stcatharines.ca/jobs). Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. 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. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.