

Financial Analyst, Financial Planning

Reference #J0224-0008

Financial Services

Non-Union, Regular Full-Time

\$74,820 - \$93,511 per year

35 hours per week

Closing Date: March 18, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQIA+ communities, to apply.

Position Summary

Reporting to the Manager, Financial Planning, the Financial Analyst is responsible for providing financial support and guidance to the City's many departments and utility operations, including preparation, validation, analysis and review of financial information and systems. In addition, this role will ensure the integrity, reliability, timeliness and accuracy of financial data, reporting, and analyses.

Key Duties & Responsibilities

- Long-term financial planning and forecasting - financial analysis, monitoring and forecasting, specific tasks in the preparation of the annual operating and capital budgets, management, and departmental reporting
- Encourage the corporate use of available financial information and strive to continuously improve upon the information and processes available to support the departments and the corporation as a whole
- Assist in maintaining the integrity of information in the financial systems and ensuring adherence to financial controlsDevelops policies and procedures that encompass sound business and financial processes and internal controls including process reviews and business process analysis
- Assist in other special projects and assignments as a financial resource and represent the department on task forces, work groups, committees, and projects, as assigned

Qualifications, Competencies

- 3-year diploma or 4-year degree in Finance, Business Administration, or a related field of study
- Professional Accounting Designation (CPA, CA, CGA, CMA)
Consideration may be given to applicants who are eligible to complete the CFE examination and apply for designation within one year
- 2-3 years of progressively responsible experience in accounting, financial analysis, and budgets
- Municipal and utility accounting experience, including a working knowledge of relevant legislation and municipal policy is an asset
- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAB) preferred
- Must demonstrate corporate competencies: Customer-Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

- Intermediate skill level in Microsoft Excel
- Strong customer service skills, including the ability to establish good working relationships with a variety of internal and external clients and the public
- Excellent communication skills with the ability to present data and ideas in a logical and professional manner for internal and external decision makers
- Ability to work in a fast-paced work environment, with multiple projects/tasks concurrently, with priorities often shifting
- Strong analytical and critical thinking and problem-solving abilities in order to analyze data, identify problems and recommend solutions
- Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)