



## **JOB DESCRIPTION**

The Corporation of the City of Orillia has an opening for the full-time position of Senior Financial Planning Analyst in the Financial Services Division of the Corporate Services Department.

## **DUTIES**

- Participate in the development and implementation of policies / procedures and internal control processes reflecting industry best practice. Interact with the City leaders on non-compliance for appropriate resolution.
- Develop and maintain long-range financial plans providing a 10-year fiscal and economic outlook, including trends in the levy, reserves, debt, fees, etc.
- Assist in the development and ongoing maintenance of the City's related asset management plans and assist in the preparation, development and implementation of the annual operating and capital budgets, including assumptions, estimates and strategies. Assist in the development and review of budget transfers and adjustments.
- Liaise and collaborate with subject experts to identify financial strategies and opportunities, such as budget rationalization, unfunded project prioritization, cost benefit and what-if analyses, etc. Interact with the City's auditors, as required.
- Prepare financial analysis, reports, presentations and participate in meetings with Department Heads, Senior Leadership Team & Council. Assist the Deputy Treasurer with formal reporting to the Senior Management Team and Council, as determined through policy.
- Develop, maintain, and administer budgeting, forecasting, and reporting systems. Investigate and recommend functionality enhancements. Prepare training material and provide user training, as required.
- Monitor operating budgets, capital budgets and financial indicators and report on program variances, explanations as well as year-end projections. Ensure the Operating and Capital Budgets are fully reconciled with the General Ledger and appropriately funded for year-end purposes.
- Administer capital project financing by monitoring project costs throughout the year and allocating funding sources appropriately e.g. reserves, debt, grants, etc.
- Develop and maintain records related to external funding sources and submit government reporting (e.g. Gas tax, OCIF, etc.), as required.
- Assist as required in the Development of the Financial Statements and the Financial Information Return (FIR).
- Maintain an effective and co-operative partnership with staff from various divisions, providing advice and support; actively coordinate financial processes and promote a high standard of internal relations.

## **QUALIFICATIONS**

- University degree in Business Administration, Accounting or Finance.
- Chartered Professional Accountant (CPA) Designation and member in good standing is an asset.
- Minimum three years of relevant financial reporting and budgeting experience, preferably in a Municipal government finance environment.
- Excellent interpersonal skills and written communication skills required.
- Ability to work in a team environment and independently with minimal supervision.
- Strong attention to detail to ensure accuracy, timely and reliable information.
- Strong organizational, prioritization and multitasking skills to achieve objective deadlines.



City of Orillia  
Corporate Services Department  
Financial Services Division  
Senior Financial Planning Analyst

- Excellent analytical skills and the ability to interpret financial information and model implications are required.
- Exceptional understanding of Microsoft Office applications and knowledge of Great Plains, CaseWare and budget software would be an asset.
- An acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the employment commencement date.

Compensation for this position is \$88,232 to \$103,219 for a 35-hour work week, plus a comprehensive benefits package. Interested applicants are invited to apply by April 19, 2024, at noon.

**Applications will only be accepted by applying online. Please visit <https://orillia.hiringplatform.ca/list/careers? mid =9370> to apply.**

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001, S.O. 2001, c. 25.*, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.