

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

FINANCIAL ANALYST Permanent Full Time	
JOB ID: C44-24	LOCATION: Remote & 30 Centre St, Orangeville ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on April 22, 2024

Reporting to the Accounting Manager, the Financial Analyst assists the Finance division with accounting and budgeting, annual year-end audit work, variance analysis and reconciling of accounts. This position is responsible for financial and program monitoring and reporting for Planning, Economic Development, Museum, Building, Waste and Paramedics. In addition, this position inputs transaction batches and reports on problem areas within the accounts.

What we can offer YOU!

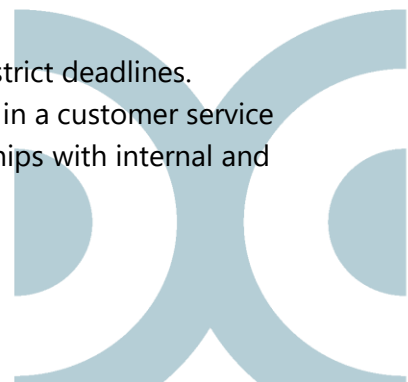
- A competitive hourly wage ranging between \$39.96 - \$46.75
- Hourly **hiring range** between \$39.96 - \$43.22
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Prepare year-end schedules for Auditors and assists them during their visits.
- Perform financial analysis, interpret, and analyze information to identify issues, opportunities and provide recommendations to ensure financial compliance of programs.
- Perform reconciliation of balance sheet accounts including investigation of outstanding amounts.
- Investigate discrepancies in operating accounts and prepare correcting entries as needed, with emphasis on Planning, Economic Development, Museum, Building and Paramedics.
- Prepare ministry reports including various statistical reports.
- Update investment continuity schedule, provide details for recording investments made, redeemed and interest earned.
- Maintain reserve, reserve fund and trust fund continuity schedules
- Conduct special projects as required by Accounting Manager, Treasurer or Deputy Treasurer
- Other duties as assigned

What you'll bring

- Degree or diploma in Accounting or Business Administration
- Minimum 3 years of work experience in a similar position
- Previous experience working with Provincial Ministry programs preferred
- Working knowledge of accounting, budget and banking systems
- Ability to work independently and within a team environment.
- Strong analytical skills pertaining to research, data analysis and report-writing.
- Detail oriented and Strong organizational skills and ability to prioritize to meet strict deadlines.
- Ability to interact effectively and courteously with all levels of staff and contacts in a customer service focused environment; able to build cooperative, collaborative working relationships with internal and external customers and vendors.



- Advanced expertise in Microsoft software including Excel, Word, Outlook and SharePoint

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by May 13, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

