

Funding Analyst



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of **Funding Analyst!**

We're looking for a dynamic team member ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization, and our community.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you are ready to take on the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner.

We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

Primary Responsibilities

Grant Writing and Accounting

- Identify viable third-party funding for Municipal projects and programs;
- Prepare funding applications with support from user departments;
- Engage directly with grant agency staff to support and streamline applications and claims;
- Administration of funding agreements;
- Prepare and submit progress and final claims;
- Administer the Municipality's capital funding program(s) with the local Villages.

Internal Project Financing

- Participate in the preparation of long-term financing plans for Municipal projects;
- Primary finance support to Municipal Asset Management Planning and on-going administration;
- Reserve accumulation and utilization planning;
- Analysis of capital reserve balances against forecasted recapitalization; and
- Debt financing administration.

Candidate Profile

Education and Experience

- Post secondary degree in Commerce/Business Administration or equivalent.
- Experience in a municipal government setting would be considered an asset.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills.
- Ability to work well in a team environment.
- Strong knowledge of, and skills, with computers including applications within a Windows environment with an emphasis on the Microsoft Office suite of programs.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of fund accounting.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$36.84/hr - \$43.94/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week).

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission, and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm Friday April 26, 2024**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

