



The Corporation of the City Of Brantford  
Finance

requires

**Financial Analyst – Tax (Contract – Up to 1 Year)**

**Job ID: 2077**

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200km of the City of Brantford city limits). The City is committed to the professional development of our staff and invite you to come, grow with us!

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Reporting to the Senior Financial Analyst-Tax, the Financial Analyst-Tax will provide timely completion of financial analysis and reporting, process various tax adjustments and rebate applications, analyze arrears and produce statements, maintain the taxes receivable ledger, respond to telephone and in-person inquiries regarding assessment, tax information, tax account activity and adjustments. Other duties include, but are not limited to establishing and implementing financial and accounting systems and systems of internal control, and advising and assisting other tax personnel in various duties. The Financial Analyst will assist the IT specialists in analyzing and correcting problems that arise in the Central Square Tax system as well as be involved in property assessment valuation and will be required to be familiar with different property valuation methods.

#### **QUALIFICATIONS**

- Successful completion of a four (4) year post-secondary degree with an emphasis in accounting, business and/or finance or equivalent education
- A minimum of four (4) years of related municipal and/or property tax work experience
- Currently enrolled in a recognized professional accounting designation (CPA) program at an intermediate level
- Applicants must successfully completed the Municipal Tax Administration Program or will complete the course within 18 months or being hired
- Knowledge of Microsoft Office Software (Word and Excel) is essential
- Strong project management skills, with the ability to manage multiple and changing demands and priorities
- Strong verbal. written and interpersonal skills are essential

**WAGE/SALARY RANGE:** \$42.61 to 45.33 (35 hours per week).

To apply on-line, please visit the City of Brantford website at <https://www.brantford.ca/en/your-government/careers.aspx> and click on **Current Opportunities**.

Closing date for applications: **Thursday, May 30, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.