



Analyst, Financial Planning
Permanent Full-Time
J0424-0570

The Town of New Tecumseth is looking for a self-motivated professional to join our Finance team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment. Additionally, the Town offers the following perquisites:

- flexible work environment, including ability to **work from home up to two (2) days per week**
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Director of Finance, assists with the management and preparation of the Corporation's annual operating / capital budgets and the long range financial plan. Includes budget monitoring / reporting and other financial and year end reporting requirements.

Responsibilities:

- Assists in the preparation, development and implementation of the annual operating and capital budget estimates, including long range financial forecasts. Maintains the Budgeting software data base for the Town. Maintains the long range financial plan data base that provides the financial and economic forecasting outlook for the Town. Provides advice and support to divisions as they prepare their annual budgets and long range financial forecasts.
- Prepares significant budget reporting and analysis and participates in Budget working sessions with the Senior management team / council, presenting data as required.
- Provides ongoing support to departments throughout the year regarding budget related items.
- Provides budget software training to user departments as required. Updates training materials / manuals as required.
- Ensures that budget estimates are adhered to, recording variances and their explanations as well as year-end projections. Arranges and actively leads the departmental budget variance meetings. Coordinates the preparation of quarterly results and year-end forecast report to Council in conjunction with the Manager.
- Administer capital project financing by monitoring project costs throughout the year and recording the appropriate funding sources (reserve, debt, grant).
- Ensure the Capital fund is fully reconciled and appropriately funded for year-end purposes.
- Develop and maintain appropriate records related to Town grants / funding.
- Completion and filing of required government reporting as required (e.g. Gas tax, OCIF).
- Interacts with Town auditors as required.

Qualifications:

- Requires completion of a multiyear Diploma in Accounting, Finance or related discipline combined with relevant Municipal experience.
- University degree with progression towards CPA designation with relevant Municipal experience preferred.
- Requires 3-5 years of relevant financial reporting and budgeting experience, preferably in a municipal government finance environment.
- Requires advanced database and spreadsheet knowledge with excellent mathematical, reasoning, analytical and accounting skills.
- Knowledge of Microsoft Great Plains software would be an asset.
- Attention to detail and ensuring accurate and timely entry and analysis of data.
- Strong organizational, prioritization and multitask skills required to achieve deadlines and objectives.
- Excellent interpersonal skills required for frequent contacts with internal staff - directors, managers, supervisors, other staff and externally with auditors when required.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly to deliver task and goal completion to a high standard. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$71,853.60 - \$89,853.40, plus employer paid benefits and OMERS pension plan

Hours: 8:30 a.m. – 4:30 p.m., Monday through Friday

Location: Town's Administration Centre (10 Wellington St. E. in Alliston)

To apply, please submit a cover letter, resume and copies of the required credentials (diploma/degree, etc) through our [website](#) by May 15.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0424-0570&BRID=EX270933&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.