



THE CITY OF YELLOWKNIFE

Financial Analyst

The City of Yellowknife is an inclusive employer offering a dynamic and rewarding work environment that delivers valuable services to our residents. At the City, the diverse backgrounds of our employees help us to create a positive, safe and fun environment for us all. The City is committed to hiring a diverse and skilled workforce that is representative of the community, strengthening our ability to provide high quality services and excellent customer service to residents. The City of Yellowknife welcomes applications from all qualified candidates, and encourages Indigenous persons, visible minorities and persons with a disability to self-declare when submitting their application. We are currently offering an exciting opportunity for a highly skilled and detail oriented professional to join and work in the Financial Services Division of the City's Corporate Services Department, in the role of a Financial Analyst.

Under the direction of the Manager, Financial Services, the incumbent prepares the month-end and year-end working papers to support the preparation of financial reports and the financial statements. This position assists with the preparation of monthly, quarterly and annual financial reports and with the development and preparation of forecasts. The incumbent ensures that accounting procedures are followed and that transactions are recorded properly, and examines and adjusts accounting records accordingly. This position acts as a liaison between the Financial Services Division and other departments within the organization and assists with reconciling the various subsystems to the financial software.

The work requires a comprehensive knowledge of accounting, auditing and budgeting principles which is normally gained through completion of a university degree with an emphasis in accounting and a minimum of three years of relevant experience in an accounting or financial setting. Well-developed organizational and verbal skills, including tact and diplomacy, are necessary for the incumbent to multi-task when dealing with customer enquiries and/or complaints. Experience in a government setting is required. The incumbent must be familiar with Municipal and Territorial legislation.

The City of Yellowknife offers an attractive annual salary of \$85,780.84- \$103,445.91, as well as a comprehensive benefits package including a defined benefit pension plan, and monthly housing and vacation travel allowances totaling \$450. For further information or clarification of the job description, please contact Human Resources at (867) 920-5603.

Visit the City of Yellowknife Website at: www.yellowknife.ca to submit your resume.

This position will remain open until filled.

Please be advised that the City of Yellowknife requires all prospective employees to provide a criminal records check prior to employment. We thank all applicants who apply, but advise that only those to be interviewed will be contacted.