



# Job Posting

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**Financial Analyst**  
**Contract Position (approximately 13 months)**  
**35 hours/week**  
**\$47.24 – \$54.20/hour**  
**Finance Department**

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to live; it's also a great place to work!

We are proud to offer competitive wages and an attractive total compensation package. We support learning and continuous employee development, and champion career progression for our employees. We value work-life balance, so you can make the most of your career at Grey County, while making the most of your life in Grey County!

This is a contract position for approximately 13 months ending September 30, 2025. The anticipated interview date is July 12, 2024.

## Purpose

The Financial Analyst is a senior position responsible for compiling, reviewing, analyzing, and reporting financial data for internal and external requirements. This includes regular preparation, review and analysis of financial reports, assistance with preparation of year end working papers and financial statements as well as ad hoc analysis and report preparation to assist departments in making key business decisions. Assist in the preparation, reconciliation, review and analysis of the annual operating and capital budgets.

Works collaboratively as a member of the Finance department and the Budgets and Accounting team and is also responsible for completing reconciliations, journal entries, budget transfers and other duties as required.

## Responsibilities

### Financial Reporting

Prepares, reviews, and analyzes monthly financial reports for assigned departments including variance analysis and adjusting journal entries as required

Develops and maintains financial reports, including spreadsheets and system generated reports from departmental and Corporate financial software, to provide financial information to assigned departments

Assists in providing timely and accurate financial information such as reports, statements, reconciliations, worksheets, and other documents as required to finance and to other staff throughout the corporation

Supports departments with the ongoing monitoring of actual financial results against budget, development of variance explanations and drafting of relevant department information for consolidated financial reporting to council

Maintains regular communication with staff and senior managers related to accounting and finance functions, status of projects and financial positions

Supports best practices in financial reporting by collaborating with departments and the greater finance team in the design and production of reports that provide complete, accurate, reliable, valid, and timely information about the corporation's financial position

Oversees and coordinates financial procedures and transactions including month end, quarterly and year end accounting routines and reporting

Responsible for keeping the Director of Finance and the Deputy Treasurer informed of the financial positions of assigned departments

Enters project information for eligible Ministry projects, prepares financial claim forms for Provincial and Federal Ministries and liaisons with Ministries regarding financial claim forms and cashflow to ensure maximum funding entitlements are received and utilized effectively

Supports Departments in the compilation of financial information and documentation to support grant applications

Provides assistance with Tangible Capital Asset reporting including compilation of capital asset data and entry of data into software system

Prepares account reconciliations, year-end working papers and other information to assist with the preparation of year end audited financial statements and the Financial Information Return

Maintains the County's Reserve Schedule including year-end forecast of reserve positions for use in long range financial planning

Supervises financial and accounting systems and assists with troubleshooting and problem solving of accounting software problems and oversees year end close procedure

Assists Finance Management Team with implementation of audit recommendations.

Prepares journal entries, year-end working papers and assists with managing interim and year end audit

May be assigned projects, tasks, and processes on an ad hoc basis in response to dynamic work environment

## Financial Guidance/Advisory

With the support of the greater finance team; provides strategic analysis and financial advice to departments for special projects

Provides support and guidance to departments on the development of business plans, service level changes, justification/business case requirements for projects, and department reports for inclusion in the annual corporate business plan

Provides financial advice and guidance to department management that is aligned with the corporation's financial policies and processes to help ensure the consistent application of these policies and processes across the corporation and continuously looking to find efficiencies in financial processes

Examines pending staff reports to council and/or committees with the objective of identifying issues of concern to finance at an early stage, allowing for corrective action where necessary

Provides proactive internal consulting services to departments on ongoing financial or budget related matters

Supports best practices in financial policies, processes, and strategies by collaborating with the greater finance team to provide corporate solutions for significant financial and budget matters. This may include participation in the development, maintenance and implementation of financial policies and processes designed to ensure departments remain in compliance with internal financial policies, legislated requirements, and guidelines

Provides recommendations for process improvements related to business plan development, Analytical Support & Financial Reporting

Works with the Asset Management Coordinator to provide accurate financial data pertaining to the corporation's assets

## Budget Support

Prepares operating budget templates, supporting documentation, budget guidelines and other information relevant for management to use during operating budget preparation

Assists department managers in ensuring the accuracy and completeness of their budget documents

Assist department managers with forecasts and financial projections to support budget development

Provides cost benefit analysis, reconciliations, and any other assistance to staff as they develop their budgets

Compiles operating budget information, oversees the update of budget information into the accounting software and reviews for reasonableness and provides any variance analysis as required

Assists in the compilation of the corporation's 10 year capital forecast

Prepares and completes in-year budget transfers within accounting software as needed

### Team Management

Supervise and mentor assigned staff, maximizing productivity and ensuring that department outcomes are achieved

Ensure that resources within the team are allocated appropriately to fulfill day to day operations and project work.

Provide coaching and feedback, prepare performance appraisals, learning and development plans, and participates in screening and interviewing process when needed.

Support knowledge transfer, cross training, engagement and retention within the team

Train new and existing team members to ensure consistent application of policies, procedures, and compliance with legislative and regulatory requirements

## Working Conditions

Hours of work are as required to fulfil the requirements of the position. Core hours are 8:30 a.m. – 4:30 p.m., Monday to Friday. Additional time is required to meet the demands of peak periods, deadlines, emergencies, and obligations of the position.

Work is subject to regular deadlines and is carried out in a hybrid home and county office environment, with frequent interruptions to provide advice and information to fellow employees and outside contacts. Infrequent travel to other County sites is involved. Finance and accounting procedures follow internal and provincial reporting requirements. Deadlines are imposed by legislation and County processes.

## Contacts

### Internal Working Relationships

Establishes and maintains a high level of cooperation and working relationship with staff in the County, Managers, Senior Management Team, the Warden and Members of Council. Uses discretion when dealing with confidential and sensitive information.

### External Working Relationships

Establishes and maintains a cooperative, professional relationship with County Auditor and other municipal staff and associations. Represents Grey County in the exchange of finance, budgeting, accounting, and related information with Provincial Ministries.

## Knowledge and Skill

The successful candidate will possess:

A University degree (or suitable equivalent) in Finance, Commerce, Economics, or a related field with focus on accounting

Chartered Professional Accountants (CPA) Designation in good standing.

A minimum of two years in a related position is required

Municipal administration training or an acceptable equivalent of formal education and practical experience that can be applied to this position. Two (2) years of directly related municipal experience is preferred.

Strong knowledge of legislation and policies that affect municipal finance, accounting and reporting with current emphasis on the pace and uncertainty of changes in this area. Strong knowledge of County operations, including requirements for security and confidentiality of certain data.

Strong knowledge of the Public Sector Accounting Board Section 3150 and Ontario Regulation 588/17 as it relates to Tangible Capital Assets and the County of Grey's Tangible Capital Asset policies.

Knowledge of accounting and economic principles and practices including strategic and financial planning, budget variance analysis.

Knowledge of municipal funding sources, such as Provincial and Federal funding, Development Charges, Federal Gas Tax and provincial/municipal statutes and regulations.

Organizational and communication skills with the ability to communicate financial, accounting and computer related information in ways that may be understood by all. Written and verbal communication skills to effectively prepare and present financial reports to staff and members of Council.

Demonstrated analytical skills, care, and accuracy

Advanced working knowledge of computerized systems; proficiency in MS Office (Word, Outlook, Excel, and Power Point).

Knowledge of Great Plains accounting software would be considered an asset

Understanding of Building Condition Assessments, Reserve Fund Schedules, and Lifecycle Cost Analysis.

## Impact of Error

Errors in financial management, accounting and reporting could adversely affect Council decisions on budgeting and financial matters. Errors could cause potential harm to the County's image and reputation with the public and government Ministries. As a senior manager, is accountable for the errors of subordinate staff.

Inaccurate recording of payments and revenues, or calculations of provincial conditional grants will result in inaccurate reporting of financial status of the department. Revenues

may not be claimed that are available to the municipality. This could result in an unfavourable audit opinion or higher municipal contributions by taxpayers in the County of Grey.

Grey County is proud to be an equal opportunity employer, and promotes a culture of respect where all team members are valued for their unique talents, knowledge and lived experiences.

Accommodations are available for all parts of the recruitment process. Applicants are encouraged to outline accommodation needs when submitting their application. If alternate methods of application are required, candidates can email [careers@grey.ca](mailto:careers@grey.ca).

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Drivers Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

### Information for Interested Candidates

A covering letter is required to apply for this position.

This is an onsite/office job, the successful candidate will be expected to be in office at least 50% of working hours each week.

Candidates for the above position are invited to apply online at [County of Grey | Career Page \(careers-page.com\)](https://careers-page.com) prior to the submission deadline: **Thursday, July 4, 2024 at 4:30 pm.**

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

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