
Non-Union

Job Title:	Revenue Analyst		
Job Opening Id:	40013	# Required:	1
Business Unit:	Corporate Services	Division:	Financial Management & Planning
Location:	Headquarters Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	4	Salary Range:	\$ 67,320.00 - \$ 79,200.00
Post Date:	2024-09-03	Close Date:	2024-09-16

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

The Revenue Analyst position is eligible for Niagara Region's Hybrid Work Model, with the opportunity to work 50% of the time from home and working 50% of the time in office at Niagara Region Headquarters (Thorold, Ontario). **Please note that fully remote work is not available for this position.**

Job Summary

Salary Pending Review

Reporting to the Manager Revenue Planning and Strategy the Revenue Analyst is responsible for providing development charge administration, analysis and reporting as well as contributing to the related studies and by-laws.

Education

- Post-secondary degree in a finance or business related field of study

Knowledge

- Minimum of 3 years progressive experience preferably within the Ontario Municipal financial context with emphasis in reporting and analysis of budgets and related financial analyst experience, responsible for complex accounting, budgeting and reporting.
- Professional accounting designation (CPA)
- Knowledge of external legislation and regulations, such as the Municipal Act, the Development Charges Act, and all other regulations impacting the accounting and reporting of municipalities
- Completion of the Municipal Accounting and Finance Program is an asset

Responsibilities

Responsible for the day to day administration of the Region's Development Charge By-laws and Investment Program (60%)

- Responsible for development charge administration in accordance with the relevant bylaws
- Calculates and prepares payment schedules for amounts owing for development charges
- Monitors development charge agreements, assesses interest and monitors receipt of payment in accordance with the terms of the agreement and related Regional policies
- Monitors development charge collection from area municipalities and when applicable, property owners
- Prepares cheque requisitions and billings when required
- Prepares short and long-term cash flow forecasts

- Attend meetings with external and internal stakeholders as needed for the intake and assessment of various grant applications

Responsible for the accounting and quarterly/annual variance analysis and reporting of development charges and investment program to ensure the appropriate reporting of revenues (15%)

- Prepares journals, undertakes reconciliations as required for the administration of development charges and investment program
- Distributes charges to applicable reserves as well as capital/operating projects as required
- Assists in budgets and forecasts based on trend analysis and modeling
- Prepares analysis and supports the preparation of reports involving to Regional incentive programs related to development charges

Reviews and develops financial processes and practices that ensure the fiscal integrity of the Region's development charge and community benefit charge processes. (15%)

- Keeps up to date and knowledgeable on relevant legislation related to development charges, investments and other areas specific to municipal revenue
- Develops an implementation plan for processes or changes resulting from any regulations related to development charges and investments. Participates in the analysis, preparation and maintenance of the Region's development charge background study

Researches information, investigates, and answers inquiries received from property owners, staff, consultants, lawyers, outside agencies and other departments as it relates to development charges or other revenue streams. Supports the needs and outputs of the entire Budget Planning and Strategy team. (10%)

- Participates in financial project management and analysis providing support to corporate wide initiatives, which are of longer-term in nature and/or are expected to have a major financial impact

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#40013** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **September 16, 2024**, before midnight by visiting our 'Careers' page

at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.