



## Corporate Budget Specialist - Job ID #2166

<b>Job Title</b>	Corporate Budget Specialist	<b>Status / Job Type</b>	Permanent Full Time
<b>Commission</b>	Corporate Services	<b>Department</b>	Finance
<b>Union Affiliation</b>	APAE/EXEMPT	<b>Number of Openings</b>	1
<b>Rate of Pay</b>	\$37.62 to \$47.03	<b>Benefits Entitlement</b>	Yes
<b>Hours of Work</b>	35 Hours Per Week	<b>Posting Date (4:30 pm)</b>	Sep 12, 2024
<b>Job ID #</b>	2166	<b>Closing Date (4:30 pm)</b>	Oct 3, 2024

### Position Summary

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 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Financial Analysis, the Corporate Budget Specialist will oversee and maintain the City's Budgeting Software including ongoing evaluation of system upgrades, enhancements and functionality to ensure optimal utilization of the software. This position will be responsible to modernize the multi-year budget process and develop multi-year budget reports for internal and external stakeholders including the public, council and senior management. This position will produce timely, transparent and accessible budget documents. Duties Include but are not limited to:

- Lead the coordination, administration and oversight of Questica Digital Book as required for multi-year budget reporting.
- Maintain confidential information in the Personnel Module within Questica budgeting software including the annual synchronization process with JD Edwards position control module.

- Support the recruitment and hiring process within the Financial Analysis department including evaluating and selecting candidates.
- Identify and implement process improvements in multi-year budget process.
- Develop new and improve existing multi-year operating and capital budget reports.
- Review and contribute to confidential reports related to personnel updates/changes to Senior Leadership Team.
- Stay updated on best practices in budgeting.
- Coordinate annual departmental budget reviews as per the Multi-Year Budget Policy.
- Support the Financial Analysis division with consolidation of budget documents including content for written reports, financial schedules and presentation slides.
- Support the Financial Analysis division with technical assistance with Questica budget software including troubleshooting software application issues.
- Act as a liaison with Questica support.
- Conduct all Questica administration including setting up new users, providing Questica foundation training and maintaining Questica security roles and permissions.
- Update and maintain all Questica end user training documents.
- Maintain generic budget email inbox.
- Keep budget information on City's website and intranet up to date.
- Support the Financial Analysis division by creating procedures for the multi-year budget process.
- Other duties as assigned.

## Qualifications

- Successful completion of a four (4) year post-secondary degree with an emphasis in accounting, business and/or finance or equivalent.
- A minimum of four (4) years' work experience in a related field.
- Recognized professional accounting designation (CPA) would be considered an asset.
- Understanding of Lean principles and experience with Lean projects is highly beneficial. This could involve leading or contributing to process improvement initiatives in previous roles.
- Proficient with budgeting software is required. Knowledge and experience with Questica Budget Software would be considered an asset.

- Previous experience in budget report development, budget software maintenance and multi-year budgeting is necessary.
- Advanced computer skills in Microsoft Office (Word, Excel and Powerpoint) is preferred.
- Must be highly motivated, innovate and creative.
- Ability to maintain confidentiality and ensure a high standard of data security,
- High attention to detail, excellent organization and communication skills and the ability to work well independently and also as part of a team are required.
- Must be available to work overtime during peak periods in order to meet strict deadlines and adhere to timeframes.

**Pay:** \$37.62 to \$47.03 per hour (plus benefits)

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

Closing date for applications: **Thursday, October 3, 2024, at 4:30 p.m.**

Qualified candidates please attach a detailed .pdf format resume & cover letter

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.