



Junior Financial Analyst - Job ID #2185

Job Title: Junior Financial Analyst

Status/Job Type: Permanent Full Time

Commission: Corporate Services

Department: Finance

Union Affiliation: CUPE 181 (City Hall) – FT

Number of Openings: 1

Rate of Pay: \$32.98 to \$35.08

Benefits Entitlement: Yes

Hours of Work: 35 Hours Per Week

Job ID #: 2185

Posting Date (4:30pm): October 24, 2024

Closing Date (4:30pm): November 7, 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 Senior Financial Analyst, the Junior Financial Analyst will provide timely reconciliation of the City's bank accounts and facilitating bank transfers between City accounts using Scotia Connect. The incumbent is responsible for the monthly reconciliation of various general ledger accounts and be involved in the year-end financial process by preparing year-end working papers. Additional duties will include, but are not limited to, investigating and resolving daily banking issues; addressing bank related inquiries; preparing and filing monthly HST returns; preparing and processing journal entries to the general ledger using the JD Edwards Financial Information System.

Qualifications

- Applicants must have successfully completed a post-secondary degree in accounting, business and/or finance or equivalent



- A minimum of two (2) years related work experience is required
- Intermediate knowledge of Microsoft suite is essential
- Applicants must have the ability to work with multiple priorities and have proven communication and organizational skills
- Overtime may be required to meet the monthly bank reconciliation deadline
- Applicants may be required to undergo skill/assessment testing

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, November 7, 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