



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Senior Capital Analyst

Posting Number: 005060

Department: Corporate and Finance Services

Branch: Finance Services

Location: City Hall

Posting Start Date: 2024/10/25

Posting End Date: 2024/11/05 by 4:30p.m.

Employment Group: CUPE 251

Salary Grade: 11, \$41.98 - \$49.35

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Supervisor, Asset Management and Capital, or designate, the Senior Capital Analyst position is responsible for the preparation, review and analysis of the corporate Capital budget, account reconciliations, and tangible capital asset accounting functions.

Responsibilities:

- Prepare, analyze and review the corporate Capital budgets
- Perform various financial analysis of capital projects as part of budget process and financial reporting cycle

- Prepare regular existing capital reports and collaborates with project managers on project status and funding projections
- Perform various complex balance sheet account reconciliations and review/analysis of Operating and/or Capital reserves
- Perform tangible capital asset and asset retirement obligation accounting functions, including coordinating the annual financial reporting of capital assets in compliance with PSAB regulations
- Work closely with other Finance staff to cross train in areas related to the development and ongoing maintenance of the City's corporate asset management plan
- Review, recommend and work collaboratively to implement changes in processes and procedures as well as system improvement and enhancements
- Assist with special projects and performs other duties as assigned
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage and Trust

Requirements:

- Demonstrated knowledge and skills normally associated with completion of a four (4) year degree in Business Administration/Commerce with specialization in accounting and a professional accounting designation (CPA), plus five (5) years of relevant financial reporting and budgeting experience, preferably in a municipal environment; or have the equivalent combination of education and relevant experience
- Asset Management Designation, Certificate or Diploma from an accredited body or working toward designation would be considered an asset
- Advanced skills and experience using Microsoft Office and related software applications, (e.g. PeopleSoft)
- Excellent mathematical, reasoning, analytical, research and accounting skills
- Meticulous attention to detail and accuracy
- Good customer service experience and excellent communication skills, both oral and written, to deal effectively with the public, staff, external agencies, and other levels of government and funding organizations
- Good interpersonal skills to establish and maintain good working relationships
- Demonstrated ability to work on own initiative and under pressure in order to meet rigid deadlines

This position is eligible for hybrid work.

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.