



Senior Financial Analyst - Payroll & Accounting - Job ID #2197

Status/Job Type: Permanent Full Time

Commission: Corporate Services

Department: Finance

Union Affiliation: APAE/EXEMPT

Number of Openings: 1

Rate of Pay: \$46.44 to \$58.05

Benefits Entitlement: Yes

Hours of Work: 35 Hours Per Week

Job ID #: 2197

Posting Date (4:30pm): November 7, 2024

Closing Date (4:30pm): November 21, 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 Accounting, the Senior Financial Analyst - Payroll and Accounting is responsible for the supervision of the Payroll division and Accounts Payable within Corporate Finance. Duties Include but are not limited to:

- Supervision of the Payroll division ensuring the timely completion of biweekly pays
- Supervision of Accounts payable
- Administration of the Purchasing card program
- Administrator role in the processing of Workforce to support the time and attendance system
- Coordinate Special projects relating to payroll and/or accounts payable



- Responsible for maintaining accounting records and ensuring proper security and storage of documents
- Coordinate records management process for payroll and accounts payable
- Subject matter expert in OMERS administration from a payroll perspective
- Responsible for yearend analysis and working papers with regards to the accounts payable and payroll functions
- Research complex payroll issues and apply outcomes to the Corporation s activities and procedures
- Prepare reports for Finance committee as required in regards to payroll
- Provide staff training for payroll and accounts payable processes as required
- Ability to adhere to strict deadlines
- Must adhere to strict confidentiality of payroll information
- Ability to work overtime as required at year end or to meet deadlines

Qualifications

- Graduation from a University Bachelor s Degree program with an emphasis in Business and/or Accounting
- Possess a Professional Accounting Designation (CPA) or a Certified Payroll Manager (CPM) Certification
- Three (3) to five (5) years of previous related experience is required to gain the appropriate management, supervisory and interpersonal skills as well as sound technical knowledge of the accounts payable and payroll processes
- Tact and discretion are required when dealing with sensitive information that is confidential in nature
- Experience working with and knowledge of corporate financial computer systems, specialized software applications including Microsoft Office Suite (MS Word, Excel, Access, Outlook)
- JDEdwards financial software experience is an asset
- The ability and skill to perform the duties outlined in a timely fashion
- Possess a valid driver's license in good standing during the course of employment



- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

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

Closing date for applications: **Thursday, November 21, 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.