



EMPLOYMENT OPPORTUNITY

The Town of Pelham Corporate Services department is now accepting applications for the following position:

Financial Analyst (Up to 18 Month Contract)

Reporting to the Director of Corporate Services/Treasurer, the Financial Analyst is responsible for the maintenance, monitoring, reporting and recording of the Town's capital asset (TCA) accounting programs and other accounting related tasks, while ensuring compliance to the Public Sector Accountant Board (PSAB) standards, the *Municipal Act* and Town policies. The Financial Analyst also provides support preparing the annual capital and water/wastewater budgets and year-end working papers.

What You Will Do:

- Oversee, coordinate and implement the Tangible Capital Assets (TCA) recording and reporting system, ensuring accuracy of all asset information in compliance with the Town's TCA policy, Public Sector Accounting Standards and the *Municipal Act*
- Review capital projects to evaluate financial performance, ensure compliance with the budget and Town policy, and analyze for asset recognition
- Support the implementation and maintenance of the Town's Capital Asset Management Plan, ensuring the capital forecast is in alignment
- Provide financial and budget analytical support, working with department heads during regular budget control meetings. Complete variance analysis and other interim financial reporting related to fixed assets and the capital budget
- Prepare applicable year-end financial statements and working papers and respond to queries from the Town's external auditor as required
- Complete various bank reconciliations on a monthly basis. Investigate variances and make corrections if necessary
- Use Caseware and other financial software to assist in the preparation of financial statements and budget documents
- Create and maintain general ledger accounts and cost centers in various budget software and the ERP system
- Assist with the annual Financial Information Return (FIR) including preparing schedules, gathering and compiling information, and populating the Excel spreadsheet
- Assist with preparing Council reports when required and presenting applicable annual budgets
- Act as the ActiveNet super user responsible for training new staff and troubleshooting any finance related issues

- Provide financial information to the Grant Specialist to support the grant application process and associated reporting
- Assist with the HST audit, preparing journal entries and other related duties, as assigned

What We're Looking For:

- Post-secondary degree in Accounting or related field
- Chartered Professional Accounting designation (Chartered Accountant, Certified Management Accountant or Certified General Accountant)
- 3 years' experience with similar responsibilities, preferably in a municipal environment
- Strong communication and superior attention to detail
- Ability to problem solve and investigate best solutions
- Strong analytical, accounting, financial management and project skills
- Strong knowledge of PSAB, *Municipal Act*, Town policies and best practices

What's In It For You:

- A competitive salary ranging between **\$76,481 to \$89,472 (2024 rates)** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to enroll in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes must be submitted directly to hr@pelham.ca by **4:30pm on Monday, January 6, 2025.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act*, 2001, and will only be used during the selection process for the subject posting.