



FINANCE AND PROCUREMENT ANALYST

Township of Oro-Medonte

Welcome to Oro-Medonte, a progressive community of 23,000 people centrally located between the cities of Barrie and Orillia, and less than a 60-minute drive to the GTA. The Township of Oro-Medonte offers a unique blend of outdoor recreation and agricultural richness. Imagine spending your weekends exploring scenic trails, paddle boarding on local lakes and rivers, or enjoying a family picnic at one of our many parks. Our thriving agricultural sector not only supplies fresh, locally grown food but also instills a deep sense of community pride and sustainability. Here, neighbors know each other by name and come together to support one another, creating a place where community spirit and collaboration are at the heart of everyday life. At the core of everything we do are the people who drive our mission forward and have a meaningful impact on the community we serve and help shape. We are committed to a culture of creativity, collaboration, respect and integrity where empowerment and well-being are prioritized.

About the Role

The Township is currently seeking an experienced professional, with the knowledge, skills and abilities to fill the full-time role of Finance and Procurement Analyst. Reporting to the Asset Management Coordinator, the Finance and Procurement Analyst shall be responsible for assisting in annual budget consolidation of operating and capital, including compiling and checking data, cross checking and reconciling department budgets, and inputting and balancing the annual budget in the Financial System. This role will be responsible for overseeing the Township's Procurement Program, including applying existing or developing new policies, procedures, templates, and training ensuring adherence to all applicable legislation, trade agreements, municipal policies, procedures, and by-laws. Additionally, the incumbent will prepare grant requirements and ensure compliance with associated agreements.

What you Bring

The successful candidate must have a sound knowledge of accounting practices normally acquired through a university degree in Finance, Commerce, Business Administration, Accounting or related discipline; the Certified Supply Chain Management Professional (CSCMP) through the Supply Chain Management Association of Ontario, Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) through National Institute of Governmental Purchasing (NIGP) designation(s) would be considered an asset. A minimum of 3 years' related experience in a purchasing/procurement field is required, preferably within a Municipal environment. Strong knowledge and experience with Great Plains/Diamond, Microsoft Office Word and Excel knowledge at the intermediate level, combined with general knowledge of the Municipal Act and other relevant legislation/regulations as it relates to municipal finance/administration/operations and issues is required. The successful candidate must be able to provide a Criminal Reference Check and a Driver's Abstract satisfactory to the Township.

What we Offer

This bargaining unit position offers a salary commensurate with experience and education (2025 Salary range \$38.24 to \$45.98). At the Township of Oro-Medonte, we value work-life balance and employee development. Here you will enjoy a variety of benefits including, hybrid work environment, an extensive benefit/wellness program including contributions to the OMERS pension, social opportunities through our people team and professional development for career growth. The Township of Oro-Medonte is an equal opportunity employer, and we are dedicated to creating a workplace culture of equity, inclusion and respect.

Application Deadline

We encourage all interested applicants to apply through our Township's website via the link below by 4:30 p.m. on February 4, 2025.

[Apply Now!](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Human Resources Department.