

---

## Non-Union

---

<b>Job Title:</b>	Debt Analyst		
<b>Job Opening Id:</b>	41656	<b># Required:</b>	1
<b>Business Unit:</b>	Corporate Services	<b>Division:</b>	Financial Management & Planning
<b>Location:</b>	Headquarters Campbell West	<b>Standard Hours:</b>	35.00 / week
<b>Full/Part Time:</b>	Full-Time	<b>Regular/Temporary:</b>	Regular
<b>Salary Grade:</b>	4	<b>Salary Range:</b>	\$ 67,320.00 - \$ 79,200.00
<b>Post Date:</b>	2025-02-19	<b>Close Date:</b>	2025-03-04

---

### **SALARY UNDER REVIEW**

**This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.**

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

### ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to [diversity@niagararegion.ca](mailto:diversity@niagararegion.ca). To send input on reducing barriers in the current hiring process, please email [myhr@niagararegion.ca](mailto:myhr@niagararegion.ca)

## Job Summary

### Salary Pending Review

Reporting to the Manager Revenue Planning and Strategy the Debt Analyst is responsible for providing administrative support of the Niagara Region's and local area municipal debt issuance, including both capital markets and ministry offerings.

## Education

- Post-secondary degree in a finance or business-related field of study.

## Knowledge

- Minimum of 3 years progressive experience, with an emphasis in reporting and analysis and related financial analyst experience, responsible for detailed reporting considered an asset.
- Experience within the Ontario Municipal financial context considered an asset.
- Knowledge of the Municipal Act requirements as it relates to financing considered an asset

## Responsibilities

*Responsible for the coordination of the Niagara Region's and local area municipal debt issuance, including both capital markets and ministry offerings. (40% of time)*

- Maintain and lead communication of timelines including key decision points and milestones to meet informational and report deadlines.
- Liase with debt issuing bodies (i.e. Infrastructure Ontario (IO), debt syndicates (Capital Markets), Federation of Canadian Municipalities (FCM), Province of Ontario for Tile Drainage Loans) ensuring understanding of the debt programs and requirements.
- Liaise with outside legal counsel on the administrative and document steps required to issue new debt, ensuring that documents and information flows from the region on a timely basis
- Coordinate with other departments, such as Legal and Clerks, on the required approval of steps and trail of documents required by external Counsel to provide a clear opinion to issue debt.
- Prepare draft documents and information required by Treasurer and the Debt Issuance Syndicate Lead, up to and including the final pricing conference call, including related by-laws.

- Organize meetings and conference calls between the Debt Issuing Syndicate, Corporate Finance staff and other Regional staff as appropriate. Drafts agendas and circulates discussion documents.
- Coordinate information flow and meetings with other sections and/or divisions to ensure financing documentation is in good order.
- Coordinate information flow with the area municipalities with regards to their portion of debt issued through the Region, including reports, schedules, ensuring the flow of electronic funds to meet repayment deadlines to bondholders.
- Coordinate the proper filing, labelling, sequenced by date of all documents, Committee and Council approvals, legal certificates, Canadian Depository for Securities authorizations, pricing tables, term sheets and repayment schedule(s) for debt issues.
- Coordinates all authorizing documents and signatures.

*Responsible for the day-to-day administration of the Niagara Region's and local area municipal debt issuances (35% of time)*

- Maintains Debt Register; addition of new debt (sets-up debenture specific type, term, rate, and amount) and administrative adjustments as required.
- Ensures appropriate treatment of debt activities in general ledger, managing payment schedules in project module through journal entries.
- Distributes debenture proceeds and recovers associated fees (bill requests).
- Ensures debt payments are collected/remitted in an accurate and timely manner and recording in general ledger (payment requests).
- Prepares debt charge placeholder year end journal entries and complete quarterly forecasting.
- Maintains sinking fund, including working papers, quarterly journal entries and preparation of annual sinking fund Financial Statements
- Supports other year end requirements; preparation of audit working papers, preparation of reconciliations, year-end audit sampling requests, debt confirmations (including requests from local area municipalities) and preparation of financial information return (FIR) debt related schedules.
- Prepares cost allocation calculations for both issued and unissued debt.
- Prepares quarterly and annual debt information reports for inclusion in quarterly financial update reports.
- Prepares and submit Statistics Canada monthly reporting.
- Develops and maintains standard operating procedures, including ongoing development and refinement of a debt issuance procedure manual that details the necessary steps for the Region to issue debentures.
- Develops and maintains educational materials for regional and local area municipal staff and Council.

Supports the corporate budget process, including the support of corporate wide budgets and forecasts for all items related to debt. (15% of time)

- Participates in setting budget guidelines.
- Supports development of budget policies and procedures related to debt to improve the overall budgeting process, including researching best practices.
- Prepares supporting documentation, analysis, and reports as required based on general ledger.

- Responsible for budget and quarterly reporting of debt charges related information, including debt charge placeholder and related external revenue.

Participates in financial project management and analysis providing support to corporate wide initiatives which are of longer-term in nature and/or are expected to have a major financial impact. (10% of time)

- Participates in new system implementation testing and design as it relates to debt.
- Supports annual corporate credit rating exercise.
  - Coordinates the flow of pertinent information from corporate leadership, operational staff and outside statistical sources.
  - Maintains Multi Year Debt charge and Issuance forecast file for Region and LAM's
  - Maintains and monitors debt and liquidity ratios associated with annual credit rating review (s), advising management if corrective action is required.
- Support investor relations exercise, which includes coordinating the flow of information requirements and preparing materials and presentations in collaboration with Manager and Associate Director.

*Perform other related duties and responsibilities as assigned or required.*

## Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

## How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#41656** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **March 4, 2024**, before midnight by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca). We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.