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## Non-Union

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<b>Job Title:</b>	Senior Revenue Analyst		
<b>Job Opening Id:</b>	41658	<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>	6	<b>Salary Range:</b>	\$ 83,550.00 - \$ 98,290.00
<b>Post Date:</b>	2025-02-19	<b>Close Date:</b>	2025-03-04

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### **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

Reporting to the Manager, Revenue Planning & Strategy, the Senior Revenue Analyst is responsible for providing support to senior management in assessing all major revenue streams available to the Niagara Region. These revenue streams include, investments, development charges and property taxes. These revenue streams represent an important and relevant component of municipal finance at both the Regional and local level. The Senior Revenue Analyst plays an important role in ensuring fair and equitable taxation for all Niagara property owners.

## Education

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

## Knowledge

- 5 years financial analysis experience developing and working with financial models, accounting or financial reporting.
- 7 years financial analysis experience developing and working with financial models, accounting or financial reporting is preferred.
- Professional accounting designation (CPA).
- Knowledge of relevant assessment management techniques and MPAC/OPTA software.
- Knowledge of Municipal Act, Development Charges Act, Assessment Act, ARB rules and procedures.
- Completion of the Municipal Accounting and Finance Program is preferred.

## Responsibilities

Leads the Development Charges by-law update and administration of Development Charges, maintaining compliance with the Development Charges Act. (40% of time)

- Collaborates with third-party consultants on the Development Charges Background study.
- Coordinates with Regional staff and consultants on the input of Master Service Plans into the Development Charges Background study.
- Leads stakeholder engagement sessions with senior leadership within the local area municipalities (LAMs) as well with developers, Regional Industrial Association and Chambers of Commerce.
- Prepares and presents the Development Charges final report and by-law for Council approval.
- Manages Development Charges by-law complaint process, responding to applicants, and facilitates discussions at Tribunal meetings with Regional Council.
- Administers development charge related grant programs.

Reviews and develops revenue specific financial processes and practices that ensure the fiscal integrity of the Region's revenue and taxation processes. (20% of time)

- Supports the development of Property Tax Policy, developing Niagara Region's Property Tax & Rate Requisition.
- Researches, facilitates and recommends best practice tax policy within the Region.
- Calculates property tax rates subsequent to establishing property tax policy and obtaining Municipal Property Assessment Corporation (MPAC) assessment.
- Prepares draft tax policy report for review and approval.

- Gathers local area municipality tax rates as well as education rates and consolidates data with Region tax rates for use in budget presentations and public engagement activities.
- Manages the annual rate setting exercise for the water/wastewater and waste management services, including the preparation of the Annual Rate Budget and Rate Setting reports.
- Prepares appropriate levy and rate requisition bylaws.

Supports the management of the Niagara Region's investment program (20% of time)

- Provides research and policy setting support.
- Sets and updates investment policies.
- Supports and monitors investment portfolio managers to maximize investment return while minimizing investment risk according to approved policy.
- Prepares information disclosing quarterly investment results for review by Corporate Services Committee and Council
- Manages investments in accordance with Municipal Act requirements and Niagara Region policies.

Provides financial and budget analytical support to the budget planning and strategy team. (10% of time)

- Leads and/or participates in financial project management and analysis providing support to corporate wide initiatives that are of longer-term in nature and/or are expected to have a major financial impact.
- Builds budgets for major revenue streams including investments and forecasts based on trend analysis and modeling.
- Undertakes year-end, quarterly and monthly reporting with respect to major revenue streams, investments and development charges reporting.
- Reviews and recommends corrective action as required.

Provides property assessment valuation support to the Niagara Region and LAM's and provides analysis to ensure that the Region and LAM's are receiving the appropriate payments in lieu of taxes (PIL), Supplemental tax, rebates, and tax write-offs. (10% of time)

- Employs best practices to obtain property assessment valuations through research and dialogue with stakeholders.
- Coordinates with MPAC to ensure quality of assessment data.
- Develops and participates in a support strategy to aid local area municipalities in determining potential assessment appeals and or future reviews required.
- Develops templates and models that can be leveraged by LAM's in gathering data in consistently and efficiently.

*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 **#41658** (<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.