

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) FINANCIAL ANALYST – COMMUNITY SERVICES
Permanent Full Time

JOB ID: C22-25	LOCATION: Hybrid – 30 Centre St, Orangeville ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on February 7, 2025

Reporting to the Accounting Manager, the Financial Analyst is responsible for financial and program monitoring and reporting for the Community Services Department including monthly, quarterly and annual reports.

What we can offer YOU!

- A competitive hourly wage ranging between \$40.88 - \$47.83 (Subject to Council approval)
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Monitor revenue and expenses monthly for various Early Years and Child Care (EYCC), and Ontario Works (OW) programs ensuring correct allocation to general ledger accounts; prepare journal entries as required; review with Accounting Manager and Community Services Program Managers as required
- Prepare and analyze monthly, quarterly and/or annual reports for submission through various Ministry reporting systems including TPON, EFIS.
- Ensure general ledger accounts balance to Ontario Child Care Management System (OCCMS) reports
- Support and advise Community Services employees on EFT and month-end processes
- Prepare monthly subsidy submission for Ontario Works expenditures; submit in SAMS for approval
- Track all repayments and reimbursements from Ontario Works clients and input on subsidy submission, follow up on discrepancies with OW staff
- Complete all aspects of Community Services financial review
- Other duties as assigned

What you'll bring

- University degree in Accounting or Business Administration
- Three (3) years of accounting experience in a similar position
- Previous experience working with Provincial Ministry programs preferred
- Familiarity with accounting and banking software
- Ability to work independently and within a team environment
- Ability to be flexible and responsive in a dynamic environment
- Strong analytical skills pertaining to research, data analysis and report-writing
- Strong organizational skills and ability to prioritize to meet strict deadlines
- Ability to interact effectively and courteously with all levels of staff and contacts in a customer service focused environment; able to build co-operative, collaborative working relationships with internal and external customers and vendors
- Advanced expertise in Microsoft software including Word, Excel, Outlook, PowerPoint



The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by February 28, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

