



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Financial Analyst - 2 Positions **Posting Number:** 005183

Department: Corporate & Finance Services **Branch:** Finance Services

Location: City Hall

Posting Start Date: 2025/01/24 **Posting End Date:** 2025/02/07 by 4:30p.m.

Employment Group: CUPE 251 **Salary Grade:** 08, \$38.67 - \$42.96 **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

Job Description

Reporting to the Supervisor of Financial Reporting and Planning, or designate, be responsible for providing assistance with various aspects related to the City's budget and financial reporting.

Responsibilities:

- Assisting in the preparation, analysis, review and execution of the operating and capital budgets
- Administering and performing financial analysis of various items including letters of credit, cash deposits, and development charges
- Processing payments to various external agencies including grant payments, waiving of fees and financial assistance submissions, and Workplace Safety and Insurance Board invoices
- Preparing various account reconciliations and summaries including general ledger accounts and reserves
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Demonstrated knowledge normally associated with completion of a four (4) year commerce degree along with three (3) years of relevant experience with budgeting and financial analysis (preferably in municipal accounting environment); or have an equivalent combination of education and relevant experience
- Student/candidate in Chartered Professional Accountant program (CPA)
- High level of proficiency in in Microsoft Office applications and related software and information systems and database applications (i.e. PeopleSoft Financials including General Ledger, Budget, Purchasing (P2P), Accounts Receivable, Accounts Payable, Maintenance Management System) and FMW Web
- Superior analytical, investigative, research skills and problem solving skill
- Excellent written and verbal communication/ presentation skills.
- Good organizational skills along with the demonstrated ability to work on own initiative and ability to work under pressure to meet competing deadlines
- Completion of a municipal accounting/municipal tax course would be an asset

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.