



**Senior Analyst, Revenue
Executive Services Department**

Position Summary

Reporting to the Supervisor, Treasury and Long Term Financial Planning, this position is critical to maintaining the strong financial position of the Town through the oversight and coordination of corporate wide external funding opportunities, providing financial expertise on corporate funding studies, and ensuring that all capital and operating funding is in accordance with legislation and financial policies and procedures. This position is responsible for providing subject matter expertise, training and guidance to other Finance staff.

Key Responsibilities Include:

Leads all aspects of external funding opportunities

- Researches and reviews new legislation and funding opportunities proposed by other levels of government.
- Provides direction to program areas summarizing opportunities, outlining eligibility requirements and identifying qualified uses of funds.
- Leads preparation of reports to Council providing information on funding opportunities and seeking authority for applications and agreement execution as required.
- Coordinates external funding applications, liaising with program areas and external agencies as needed.
- Manages the reporting requirements that are associated with external funding, ensuring adherence to timelines and preparing required submissions with support from program area staff.
- Reviews and ensures external funding is accounted for accurately and that related eligible costs and reporting is in compliance with legislation and agreements.
- Provides guidance and direction to other Finance staff on required budget amendments to capital projects associated with successful external funding applications.

Oversees capital project specific funding, as well as related reserve funds, to ensure compliance with legislation and policy

- Provides oversight in the funding of the capital budget and forecast to ensure alignment with legislative requirements such as the Development Charges Act and external funding agreements, as well as internal policies.
- Monitors reserve balance activity, with particular focus on reserve funds that are related to grants and external revenue sources, ensuring compliance with agreements and alignment with planned utilization.
- Ensures that external revenues are identified and properly reported in both the annual budget and in-year reporting
- Monitors the ongoing funding of the capital program through review of monthly financial statements and variance reporting
- Assesses completeness and accuracy of capital project funding for purposes of year-end financial statement reporting, in alignment with Public Sector Accounting Standards
- Prepares documentation of processes and develops financial reconciliations and schedules for the year end audit and responds to queries of the Town's auditors
- Provides ongoing guidance and direction to other Finance staff regarding the proposed use and eligibility of funding sources, particularly as it relates to required budget amendments identified through procurement processes

Provides financial and analytical expertise on various corporate funding related studies and initiatives

- Prepares, maintains and/or reviews various financial costing models related to corporate initiatives or projects which may include Development Charge studies, Fiscal Impact studies and User Fee studies
- Develops processes and procedures and maintains annual service standard records for use in Development Charge studies, liaising with program area staff as required
- Using information obtained through growth forecasting exercises, develops processes to forecast development related revenues for use in budget development and variance analysis, such as building permits, site plan and subdivision applications, per unit processing and capital provision
- Prepare ad hoc reporting and analysis, as required

Evaluates financial policies and procedures to ensure the long term financial sustainability of Town programs and services

- Identifies and implements process improvements that provide financial and productivity benefits to the department and taxpayer, conducting analyses and recommending actions to be taken
- Researches best practices and develops recommendations to be applied in both financial reporting and business processes
- Maintains awareness of developing trends and changing legislation in the municipal context and identifies action plans in order to pro-actively address

Skills and Qualifications

- Post-secondary degree in Business, Finance and/or Accounting
- Five (5) years experience including experience in financial analysis, budget preparation and variance tracking, capital asset accounting and developing and working with financial models
- Three (3) years experience in municipal finance
- Knowledge of regulations such as the Municipal Act, the Development Charges Act, the Public Sector Accounting Standards, and other regulations impacting the financial planning and reporting of municipalities
- Advanced analytical skills
- Proficient in Windows based software including Microsoft applications, advanced proficiency in Excel
- Knowledge of public sector decision-making processes and financial planning practices in a municipal environment is an asset
- Professional accounting designation (CPA) or progressing toward completion of designation is preferred
- Experience with financial software (such as FMW and Workday) is an asset
- Excellent communication, interpersonal skills, Strong time management, organization and problem solving skills is preferred
- Ability to work independently and as a team member or leader with equally successful results

Salary Range: \$94,714 - \$118,393 (based on a 35-hour work week)

Interested applicants should apply online at www.milton.ca under the Employment Opportunities section. The job posting closes at 12:00 am on February 25, 2025. Interested applicants, please ensure to apply by **11:59 pm on February 24, 2025**.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.