

Job Opportunity

The Corporation of the Town of Orangeville
invites applicants for the position of

Financial Analyst **Corporate Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has an opportunity for the position of Financial Analyst. Reporting to the Supervisor, Financial Planning and Analysis, this position provides analysis and support for projects and initiatives within the Finance division. Additionally, this position is provides financial advice and support to Town departments as assigned including capital and operating budget development and variance reporting and analysis.

Job Duties:

- Monitoring, analysing, and reporting financial activities to ensure proper authorization, funding, and expenditures. Performing monthly account reconciliations and journal entries as required.
- Preparing monthly variance reports and liaises with Departments as required; Preparing financial impact reports/briefing notes for Senior Management and Council on a variety of financial issues
- Liaising with Department staff to develop operating and capital budgets; Providing analysis and supports the preparation of budget packages, reports and

presentations; Ensuring HST compliance, including preparation of mandatory reporting and determination/application for payments/refunds.

- Preparing year-end entries, reconciliations, and working papers; Liaising with auditors and department staff as required.
- Monitoring and preparing various municipal, provincial, and federal grant reports as required.
- Maintaining asset management related databases; Preparing analysis relating to asset management as required.
- Preparing entries to record development charge collections and appropriations; Monitoring and reconciling collections; Producing development charge analysis as required.
- Assisting in the administration and development of the Town's financial systems; Assisting with administration of the Town's Insurance Program.
- Providing back up to other positions in Finance as required.
- Other duties as assigned.

Qualifications:

- Completion of a post-secondary program majoring in accounting and finance.
- Active enrolment in the Chartered Professional Accountant (CPA) program; Completion of the Chartered Professional Accountant (CPA) program is considered an asset.
- Two (2) years of progressive work experience in an accounting or finance capacity.
- Experience in the analysis and interpretation of data, proven ability to develop financial models, sound understanding of municipal accounting and budgeting, knowledge of budgeting and year-end process to support budget and year end preparation and variance analysis activities.
- Strong organizational, research, problem solving, and communication skills.
- Excellent interpersonal skills, ability to liaise in an efficient and diplomatic manner, and ability to prioritize multiple projects.
- Advanced computer skills including Excel, Word, PowerPoint, with superior knowledge of financial modelling including financial and accounting applications.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$79,110.85 to \$92,548.50, Band 9 on the Town's 2025 Salary Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **Monday, March 10, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.