

City Of Kenora Job Posting

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

Job Title: Financial Analyst

Location: Kenora, Ontario

Type: Full Time | Permanent

Salary: PM-06 \$93,327.86 - \$109, 523.60 per year

Closing Date: May 16th, 2025

Please note that we encourage early applications as we may proceed with interviews and make offers to exceptional candidates before the closing date.

Reporting to the Sr. Financial Analyst, the Financial Analyst, is responsible for implementing robust, timely and efficient accounting processes and financial reporting that meets the needs of both external and internal stakeholders. The incumbent is responsible for the evaluation, implementation, and monitoring of effective internal controls over business processes and financial reporting, and provides support to the organization through training, advice, and analysis as the technical expert on generally accepted accounting principles. This individual is responsible for the monthly and annual reconciliation of capital projects along with the management of key financial accounts and month end processes. The successful candidate will work with the Engineering team to create and oversee the management of capital projects to ensure spending is within targeted budget numbers. The individual will work with Senior Financial Leaders in various areas of the accounting cycle and assist with grant applications/tracking.

The Financial Analyst will:

- Prepare quarterly and annual financial statements in accordance with Public Sector Accounting Standards, the Municipal Government Act and City policies and procedures.
- Analyze quarterly and annual financial statements to identify trends over time, provide feedback for future budget cycles and determine the completeness and accuracy of the information reported.
- Prepare supporting documentation necessary for detailed review and audit of financial statement balances for significant and/or unusual transactions.
- Responsible for the review and coordination of the work team to ensure appropriate documentation is in place to support financial statement balances.
- Play a key role in the development, preparation and consolidation of budgets and monthly forecasts by working closely with cross-functional teams.
- Responsible for the monthly reconciliation of actual spending to budgets to ensure spending is within the required limits.
- Ensures capital spending follows established policies and is in compliance with required targets.
- Completes the capitalization process when projects are completed and ensures all required information is recorded and categorized into the respective asset classes.
- Works with Finance and Engineering team in the creation of the annual and 5-year capital plan.
- Ensures that internal reporting meets the needs of managers for business decision making.
- Ensures that external reporting meets the objectives of council and the public.
- Responsible to assess risks, on an ongoing basis, related to financial reporting and business processes, and determine appropriate responses.
- Implement internal controls over financial reporting processes and monitor them for effectiveness to ensure financial reporting is accurate.
- Provides support to the organization through training, advice and analysis as a technical expert on generally accepted accounting principles, internal controls, and financial analysis
- Assist with coordinating and preparing year-end audit assignments/documents.
- Assist with and analyzes quarterly Statistics Canada and third-party financial reporting.
- Assesses risks related to financial reporting and business processes.
- Assist with the development/update of key policies related as required.
- Monitor and maintain financial data and software systems to ensure data completeness and accuracy. Identify necessary changes to data structure to meet reporting needs.

Qualifications:

- Degree or diploma in accounting or equivalent combination of education, training and experience.
- Completion of CPA designation in good standing is preferred.
- Three (3) to five (5) years' of related accounting experience. Experience in a unionized environment considered an asset.
- Knowledge of fixed asset and capital construction processes would be an asset.
- Knowledge of applicable financial legislation such as the *Ontario Municipal Act* and the *Income Tax Act*.
- Knowledge of accounting principles and techniques, policies, procedures, maintenance of general and subsidiary ledgers, deployment of control accounts, reconciliation of accounts, and Generally Accepted Accounting Practices (GAAP).
- Able to take initiative and achieve results in a fast-paced, seasonally influenced, and unionized environment with a high volume of transactions.
- Ability to deal with sensitive or confidential matters with tact, discretion, and diplomacy.
- Excellent analytical, problem-solving and decision-making skills.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, external stakeholders and the general public.
- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment with flexibility to handle changing priorities.

- Considerable knowledge of financial reporting systems. Experience with Dynamics GP applications, Questica, and CityView would be an asset.
- Computer literacy skills including Microsoft Word, Excel, database software, financial programs/applications, etc.,

Apply now to join the City of Kenora where every workday is a win!

Successful candidates will be required to submit a Vulnerable Sector check, driver's abstract, and professional references. Qualified applicants are invited to apply using the following link:

<https://kenora.bamboohr.com/careers/215?source=aWQ9MTY%3D>

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.