

# Woolwich Township Job Posting



**Date:** March 25, 2025  
**Position:** Senior Financial Analyst  
**Positions Available:** One (1) permanent Full Time

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Financial Services currently has an exciting new opportunity available and is seeking one (1) permanent full-time Senior Financial Analyst.

## **Purpose of position and profile:**

Reporting to the Treasurer, the Senior Financial Analyst plays a key role in department financial support including the development of long-term financial plans, models, and analysis to ensure the long-term sustainability of the Township.

The Senior Financial Analyst undertakes various tasks, projects, and responsibilities as assigned including but not limited to; assisting with budget preparation, providing analysis and of various projects, providing financial advice to other departments, financial forecasting and utilization of plans in the formulation of the budget (i.e. Asset Management Plan, Master Plans, etc.), preparing, reviewing, authorizing, and reconciling various financial transactions, and reviewing and making recommendations for financial policies and procedures.

## **Key Duties and Responsibilities:**

- Responsible for managing cash flow and overseeing the current investment portfolio
- Develop long term capital financial plans and identify funding sources, including reserve forecasts and debt models to understand financial capacity limits
- Assist with creating, updating, and implementing financial policies and finance process improvements
- Assist in the development and preparation of departmental and corporate budgets, including debt and capital funding models and process improvements
- Monitor financial status for assigned projects and take appropriate actions to ensure compliance with the approved budget
- Assist and advise staff with understanding the impacts of major capital projects, including growth and development plans
- Assist staff with grant applications and related reporting requirements
- Perform ongoing budget, revenue and expenditure studies, general ledger and financial analysis, and prepare reports as required
- Provide departmental support during peak periods including year-end accounting processes and analysis and preparation of year-end financial statements and Financial Information Return (FIR)
- Other duties as assigned

**Education, Skills and Qualifications:**

- Post secondary degree in accounting or a related field (accounting/ commerce / business administration)
- Professional Accounting Designation (CPA) required, or designation currently in process
- A minimum of five (5) years financial analysis experience, municipal or public sector environment preferred
- Demonstrated knowledge of business processes and financial management
- Demonstrated understanding of financial best practices and industry trends
- Understanding of investment practices and ability to manage cash flows
- Knowledge of municipal government, its operations and services
- Good understanding of PSAB and other financial requirements
- Working knowledge of financial and reporting software
- Demonstrated research, analytical, problem solving and decision-making skills
- Team player with strong organizational, communication, report writing, presentation, and problem solving skills
- A clean Criminal Record Check is required upon hire.

This position offers a comprehensive benefit package and an annual salary range of \$76,882 to \$96,103 (under review).

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Tuesday, April 8, 2025. Please quote job posting 2025-26.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.