



Senior Financial Analyst

Full Time (35 hour work week)

Salary: \$72,054 - \$86,050 (2025)

Plus a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted non-union position at the Finance and Information Technology Department.

Reporting to the Supervisor of Finance/Deputy Treasurer, the Senior Financial Analyst is responsible for assisting with the completion of all financial returns, ministry reporting, grant applications, and other reporting or reconciliations as required, ensuring strict adherence to funding requirements. The Senior Financial Analyst leads various annual projects, the development of special reports and assists in the preparation of the annual budget and financial audit. The Senior Financial Analyst assists in the organization, development and operation of the City's financial procedures and assists staff in other departments with financial and analytical reporting, costing/scenario modeling and other financial analysis.

Qualifications:

- Post secondary degree or diploma in Asset Management, Finance/Accounting, Business Administration or equivalent combination of education and experience.
- Minimum of five (5) years' experience in a public or private financial environment. Municipal Financial experience would be considered an asset.
- Demonstrated understanding of the full life cycle for asset information from multiple perspectives, including information systems and data, assets, asset systems and hierarchies, people and knowledge, business practices and communication.
- Knowledge and understanding of financial principles, policies, procedures and processes and reporting requirements.
- Demonstrated ability to analyze data, interpret business needs and make recommendations on operational requirements, including Key Performance Indicators.
- Demonstrated experience in researching, applying, tracking and reporting information obtained from various sources, and providing support to several different departments.
- Strong interpersonal and communication skills, both verbal and written, and strong relationship building skills combined with tact and diplomacy, proven skills in facilitation, and conflict resolution to deal with grieving families.
- Advanced computer proficiency including thorough knowledge of Microsoft Office and database software.
- Demonstrated ability to work independently in a high activity level department with a high degree of accuracy and attention to detail.
- Ability to deal effectively with all levels of staff, the public and community organizations.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.

- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.

A detailed job description can be found below.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Senior Financial Analyst" on/before 4:00 p.m. on Monday, March 31st, 2025. Applications may be submitted online at <https://brockville.com/city-services/careers/>

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



**City of Brockville
Job Description**

Position: Senior Financial Analyst
Department: Finance and IT Services
Reports To: Supervisor of Finance/Deputy Treasurer

PURPOSE AND SCOPE:

Reporting to the Supervisor of Finance/Deputy Treasurer, the Senior Financial Analyst is responsible for assisting with the completion of all financial returns, ministry reporting, grant applications, and other reporting or reconciliations as required, ensuring strict adherence to funding requirements. The Senior Financial Analyst leads various annual projects, the development of special reports and assists in the preparation of the annual budget and financial audit. The Senior Financial Analyst assists in the organization, development and operation of the City's financial procedures and assists staff in other departments with financial and analytical reporting, costing/scenario modeling and other financial analysis.

DUTIES AND RESPONSIBILITIES:

- Assist with the maintenance of the asset management plan in accordance with legislation and other requirements, including Ontario Regulation 588.
- Maintain a complete and accurate corporate asset inventory using available City software.
- Review, update and document related protocols to maintain current tangible capital asset policy.
- Assist with the development, review and implementation of asset management policies and related procedures.
- Assist with the capital long-range forecast to meet internal/external reporting requirements.
- Assist with the Ministry reporting and annual external audit and yearend reconciliations.
- Develop/maintain a grant tracking system
- Assist with grant applications and reporting
- Assist with the development of the annual water and wastewater user fee rates.
- Assisting with Development Charge reporting and tracking
- Assisting with Cemetery Reporting and Administration backup
- Liaise with community partners for financial procedures, best practices and reporting requirements.
- Work with departments in the compilation of the annual capital budget, connecting the projects with the asset management plan and long-term financial planning.
- Perform other related duties as may be assigned.
- Perform responsibilities of position within legislative and regulatory standards set out in applicable Federal and Provincial Legislation; Municipal Acts, By-Laws, Operational and Human Resource policies/codes of the City of Brockville.
- Ensure a high level of respect for confidentiality for both the organization and as a whole and staff as per Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attend all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Note: *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (Minimum) Qualifications:

- Post secondary degree or diploma in Asset Management, Finance/Accounting, Business Administration or equivalent combination of education and experience.
- Valid “G” class driver’s license in the Province of Ontario.
- Demonstrated understanding of the full life cycle for asset information from multiple perspectives, including information systems and data, assets, asset systems and hierarchies, people and knowledge, business practices and communication.
- Knowledge and understanding of financial principles, policies, procedures and processes and reporting requirements.
- Demonstrated ability to analyze data, interpret business needs and make recommendations on operational requirements, including Key Performance Indicators.
- Demonstrated experience in researching, applying, tracking and reporting information obtained from various sources, and providing support to several different departments.
- Strong interpersonal and communication skills, both verbal and written, and strong relationship building skills combined with tact and diplomacy, proven skills in facilitation, and conflict resolution to deal with grieving families.
- Advanced computer proficiency including thorough knowledge of Microsoft Office and database software.
- Demonstrated ability to work independently in a high activity level department with a high degree of accuracy and attention to detail.
- Ability to deal effectively with all levels of staff, the public and community organizations.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Five (5) years of experience in a similar role.

SUPERVISION:

- No direct reports, provides advice and guidance to several different departments.

WORK ENVIRONMENT:

- Office work environment.
- May be required to travel to different City facilities.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.