King is Hiring
Financial Analyst – Capital & Development Charges

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Budget & Financial Reporting/Deputy Treasurer, the Financial Analyst – Capital & Development Charges is responsible for the following:

- Reconcile general bank accounts monthly, prepare journal entries, bringing attention to variances, errors and potentially fraudulent activity, ensuring all transactions are recorded accurately.
- Controls and accounts for development charges; allocation of interest, maintaining balances, and reconciling payments to the Region and school boards.
- Reviewing all Capital spending to ensure it is within the approved scope of the project and funding.
- Manages the record-keeping for investment transactions and investment income.
- Controls and manages Reserve Funds transactions and records in accordance with Council approved policies, Municipal Act, and Development Charges Act; Including recording of transfers, developer contributions relating to subdivision agreements and interest income on balances.
- Oversees the allocation of payments to developers and builders to proper reserve accounts and prepares the calculation and allocation of interest.
- Reviews, analyzes and reconciles sub-ledgers to the general ledger, including Recreation and Facility Booking Software (Class and PerfectMind) and Parking Ticket Software (AIMS).
- Ensures all monthly, year-end entries and adjustments to the general ledger are completed as necessary.
- Assists the Manager and Director of Finance with the annual Capital budget process.
- Establishes and manages data for use in analyzing/preparing financial plans, forecasts and studies (i.e. Development Charge Background Study, cash flow, reserves, investments, short- and long-term debt, tangible capital assets, etc.).
- The calculation of the development charges for various subdivision, site plans, and building permit applications.
- Prepares annual year-end report to Council pertaining to Treasurer's Statement in accordance with guidelines set out in the Development Charges Act and Regulations, Planning Act for the Parkland Reserve Fund and all other Reserve Funds as per the Township policy.
- Prepares year-end working papers, schedules, and adjusting entries, to ensure compliance with GAAP, government regulations and corporate policies.
- Participates in the review, evaluation, development and implementation of corporate systems of internal control to ensure such are effectively and efficiently functioning as intended.
- Participates in special projects and studies by providing reports/analysis.
- Tests the outcomes to desired results with respect to process changes and/or software implementation or updates.
- Back up for Financial Analyst – Operating.
- Other analytical and administrative duties, as assigned.

The successful applicant will possess:
- University Degree in Accounting, Business Administration, Economics or related discipline.
- Completion of Chartered Professional Accountant (CPA) designation.
- Complete Certificates for Municipal Finance and Accounting program, and Municipal Administration program as asset
- Four (4) to five (5) years experience in the accounting and finance field, preferably in a municipal environment.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- In depth knowledge of accounting principles and practices in a computerized financial environment.
- Knowledge of budgeting and year-end process to support budget and year end preparation and variance analysis activities.
- Strong organizational, analytical, research, problem solving, interpersonal, oral and written communication skills.
- Advanced computer skills including Excel, Word, PowerPoint, with superior knowledge of financial modelling including financial and accounting applications.

Conditions of Employment:
- Work involves mental and visual concentration with frequent interruptions.
- Excellent verbal and written communication skills are required, along with good organizational and problem-solving skills.
- Available to work scheduled and unscheduled overtime.
- Must be legally authorized to work in Canada.

Salary Range: $83,556.20 - $92,838.20 per annum (2025 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 11, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.0. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.