

FINANCIAL ANALYST II TERM 12 MONTHS

Position ID: J0725-0226

Job Title: FINANCIAL ANALYST II TERM 12 MONTHS

Job Type: Term Full Time

Department: Budget and Financial Planning

Number Of Positions: 1

Min Salary: \$45.54/Hour

Max Salary: \$56.92/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Financial Analyst II position is responsible for providing financial support to various departments and collaborating with budget leaders to facilitate the creation of budgets and variance analysis. This position is responsible for applying Public Sector Accounting Standards (PSAS) and procedures to analyze financial information. The Financial Analyst prepares accurate and timely reports, statements and analysis for external and internal management reporting.

Responsibilities include:

- Planning and Budgeting:
 - Proactively communicate and work collaboratively with client groups to provide guidance regarding financial activities
 - Plan, develop and coordinate all long-term planning budgetary functions, identify opportunities (e.g., potential revenue streams) and risks; advise on best practices in accordance with policies, procedures and standards
 - Assist with the preparation of multi-year operating and capital budgets and financial forecasts based on strategic objectives, targets, staffing requirements and other commitments
- Data Analysis and Quarterly Reporting:
 - Prepare and monitor quarterly projections and budget allocations ensuring that the financial records within the assigned client groups are accurate and complete. Work with client groups to prepare short and long-term revenue/expense projections for operating and capital budgets
 - Monthly reconciliation and analysis of accounts (maintain, review, and assist with account reconciliation, journal entries and analysis to ensure proper allocations to general ledger accounts)
 - Prepare analysis for various reports including quarterly financial reporting, budget amendments, capital requirements and analysis of financial performance
 - Responsible for providing strategic financial analysis to provide insights to current performance and outcomes
 - Responsible for monitoring and approval of purchase orders to ensure they are within current budget guidelines and/or variance requirements
- Policies, Procedures and Compliance:
 - Review processes and provide recommendations to implement improvements regarding financial functions,

including effectiveness and efficiency improvements through consultation and providing training and support where needed

- Ad hoc policy research/financial analysis of city operations and assist with internal control compliance as required
- Create and draft procedures as required

- Work with external auditors on the annual financial audit
- Assist with the preparation and analysis for reports to leadership and Council as required
- Cross train with other finance team members, provide back-up coverage as needed

You Bring:

- A Degree in Business Administration, Commerce, Accounting, Finance or a related field
- Professional Accounting Designation – Chartered Professional Accountant (CPA) of Canada
- 3 - 5 years of experience in financial accounting within the areas of budget, forecasting, analysis and reporting
- Previous Municipal experience would be an asset
- Experience in preparing budgets, analyzing financial and related data to identify trends and relationships
- Comprehensive knowledge of financial management and reporting principles, including best practices
- Knowledge of Public Sector Accounting Standards (PSAS) considered an asset
- Strong working knowledge of financial accounting systems as well as Microsoft Office with advanced Excel skills
- Experience in preparing analytical documentation and reports
- Excellent attention to detail and accuracy while working on numerous routine and ad hoc accounting functions
- Excellent analytical, problem-solving and planning skills
- Strong written and verbal communication skills
- Strong relationship building skills
- Ability to perform effectively both independently and in a team-oriented environment
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to communicate with a variety of personalities in a professional manner
- Quick learner and self-starter with a practical and flexible approach to work with the ability to research topics effectively
- Ability to quickly align with shifting priorities, work assignments and timelines
- Ability to handle a variety of projects/tasks with competing priorities in a result-based environment
- Ability to perform duties with diplomacy, confidentiality, and independence in a highly proactive and responsive manner
- Supportive attitude towards process improvement and technological advancement and ability to implement positive changes and develop new processes
- Ability to be a positive influence in a team-setting

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full-time term position (37.5 hours per week) for 12 months.

In addition to your resume, a cover letter as a means of introducing yourself and your interest in this role is required.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.