
Senior Financial Analyst

DEPARTMENT:	Finance & Information Technology	STATUS:	Full Time
NO. OF POSITIONS:	1	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$115,306 to \$127,105 annually + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City of New Westminster is seeking an experienced and strategic Senior Financial Analyst to join our Finance Department. The Finance Department consists of four divisions – Financial Services, Revenue Services, Purchasing and Finance Administration. Reporting to the Senior Manager Financial Services, you will be a key member of the Financial Services leadership team, leading critical work pertaining to city-wide multi-year budgeting, financial reporting and long-range fiscal planning. You will provide advanced financial analysis and budgeting expertise, prepare complex financial models and guide the budgeting and reporting process. As the subject matter expert, you will be integral in the roll-out of new accounting standards and provide policy insight to support sound decision-making across departments. You will support the CFO/Director of Finance and Managers of Financial Services executing strategic initiatives and contribute to the delivery of City's strategic priorities and core services. This position plays a vital role in enhancing the City's fiscal stewardship, accountability, and long-term sustainability.

Your key accountabilities include:

- Lead and coordinate the annual operating and capital budget process in collaboration with City departments. Provide strategic advice and guidance supporting department managers and directors in preparing their budgets and forecasts. Conduct in-depth variance, trend, and scenario analyses to inform budget decisions and service level adjustments. Develop long-range fiscal sustainability models that quantify property tax and utility rate implications of infrastructure gaps, climate initiatives, and capital reserves sustainability. Advise senior management team on optimal long-term financing strategy including present-value, IRR, and sensitivity analyses. Build integrated funding models combining debts, grants/contributions, development/amenity cost charges and city reserves.
- Monitor departmental financial performance against budget and forecast, analyze and report on significant variances. Lead the preparation of quarterly financial reviews and Council memos. Lead the preparation of audit working papers and liaise with internal department staff during interim and year-end audits. Provide support in preparing the City's annual audited financial statements and annual performance reports to Council. Lead and coordinate the year-end review of Asset Retirement Obligations and Contaminated Sites provisions. Ensure compliance with Public Sector Accounting Standards (PSAS) and relevant government or third-party funding program requirements. Prepare and review grant applications or submissions. Prepare detailed financial and compliance reports for senior management, Council, other levels of government, and external stakeholders.
- Participate in or lead cross-functional project teams involving financial analysis on, but not limited to, asset management, user fees and rates reviews, service delivery models, business process reviews and business system upgrades/replacements. Contribute to or lead the development of financial/accounting policies, procedures, and standards to improve and optimize process efficiency and effectiveness, and to strengthen internal controls including conducting periodic internal audits to ensure compliance.
- Provide strategic financial analysis and advice on funding strategies on major projects/procurements. Advise project sponsors on long-term financial sustainability and recommend alternative funding options. Monitor major

projects/initiatives spending, track expenditures against approved budget, forecast and commitments, investigate significant variances, and flag potential shortfalls and risks to project sponsors in a timely manner.

- Assist management in day-to-day finance and accounting operations including reviewing and approving junior staff's work. Provide mentorship, coaching, training or informal supervision to junior analysts. Offer guidance and act as the first resource for junior staff on complex tasks/assignments, accounting issues, and reporting requirements. Attend quarterly departmental meetings with junior staff as required.
- Participate in or lead the roll-out of new accounting standards and ensure that the City addresses the recognition, measurement, presentation and disclosure of the new standards. Analyze and prepare detailed financial impact analysis to support decision making and meet PSAS reporting requirements. Stay informed about new accounting standards, government regulations, industry best practices, and market trends to contribute valuable insights.
- Lead or support the development or update of City's bylaws. Prepare detailed analysis and draft proposed bylaws, Council reports, presentation materials, and attend Council meetings or workshops as required. Represent the Finance Department by participating in community, government or regional working groups as required.
- Support the delivery of the City's strategic priorities and Seven Bold Steps for climate action. Lead financial evaluations for climate-related capital projects including zero-emission fleet transitions, district energy systems, and green infrastructure. Review and report established metrics and key financial performance indicators against financial results and provide financial analysis to support decision making and recommendations.
- Other ad-hoc tasks assigned by management.

If you have the following characteristics and qualifications, we want to hear from you:

- Completion of a university degree in a related discipline, professional accounting designation (i.e. CPA) or MBA and a minimum of 5 years of relevant experience, including financial and system analysis, within a public sector environment or an equivalent combination of education and experience deemed suitable by the employer.
- Knowledge of the concepts, practices and techniques of financial/accounting principles and practices, financial processes and systems, and their application to financial operations.
- Knowledge of the relevant regulatory policies, procedures and legislations.
- Knowledge of municipal functions, organization, policies and procedures and their financial and information system requirements.
- Excellent communication and interpersonal skills to establish and maintain effective working relationships with internal and external stakeholders and present proposals in non-technical language.
- Project management skills to lead large scale project implementations are an asset.
- Problem solving and analytical skills to develop logical and creative solutions for non-standard issues.
- Team leadership skills to mentor and direct the work of staff or other operational teams.
- Advanced ERP systems (JD Edwards) and MS Excel skills and ability to extract data and perform analysis.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **August 12, 2025**.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

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

This position is only open to those legally entitled to work in Canada.