



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Asset Management Analyst **Posting Number:** 005419

**Department:** Corporate & Finance Services **Branch:** Finance Services

**Location:** City Hall

**Posting Start Date:** 2025/07/16 **Posting End Date:** 2025/08/07 by 4:30p.m.

**Employment Group:** CUPE 251 **Salary Grade:** 08, \$38.67 - \$42.96 **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

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### Job Description

Reporting to the Supervisor, Asset Management and Capital, the Asset Management Analyst is responsible for assisting in the development and ongoing maintenance of the City's corporate asset management program including preparation of Asset Management plans.

### Responsibilities:

- Assist in the development and update of the City's asset management plan
- Analyze and maintain the City's asset inventory listing related to Asset Management
- Assist with coordination of the development and/or revisions of Current Levels of Service metrics
- Assist with financial analysis of operating and capital budgets to determine lifecycle costs based on current levels of service and proposed levels of service
- Assist with the implementation of a new asset management and tangible capital asset accounting software
- Work closely with other Finance staff to cross train in areas related to asset management, financial analysis and working with capital budgets

- Participate in process improvements, including reviewing and mapping current business processes related to role, identifying areas for improvement and making recommendations for enhancements
- Assist with special projects and year-end audit
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage, and Trust
- Other duties as assigned

### **Requirements:**

- Demonstrated knowledge normally associated with completion of a four (4) year accounting or commerce degree along with three (3) years of relevant experience with financial analysis and budgeting (preferably in municipal accounting environment)
- Completion of an asset management certificate program would be considered an asset
- Completion of a municipal accounting program would be an asset
- Student/candidate in the Chartered Professional Accountant (CPA) program would be an asset
- High level of proficiency in computer applications (i.e. Microsoft Office Suite-Excel, Outlook, Word, Access, PowerPoint) and PeopleSoft Financials, and budgeting software
- Meticulous attention to detail and accuracy
- Superior analytical, investigative, research skills and problem solving skills
- Excellent written and verbal communication/presentation skills
- Good organizational skills, with demonstrated ability to take initiative and work under pressure to meet competing deadlines

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid

email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*