



**TEMPORARY FULL-TIME FINANCIAL ANALYST/PROJECT ACCOUNTANT**  
**COMPETITION NO.: FIN-2025-11**  
**(Maternity Leave Replacement for approximately one year)**



<b>Posting Date:</b>	July 28, 2025	<b>Closing Date:</b>	August 8, 2025
<b>Department:</b>	Financial Services	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	No	<b>Existing Position:</b>	Yes
<b>Pension Entitlement:</b>	Yes - Employer Matched Contributions		
<b>Salary Level 105</b>	\$80,207 - \$100,264 (2025)	<b>Union:</b>	Non-Union

**Interviews are tentatively scheduled for August 19, 2025. Further details (including time and location) will be provided to candidates selected for interviews.**

**Position Summary**

Under the direction of the Deputy Director of Finance, and in accordance with established and defined procedures, perform duties of a financial nature, the scope of which is broad and varied.

**Duties**

- Reconciliation of the city’s general bank account on a monthly basis
- Analysis of various asset and liability accounts and preparation of working papers ensuring the integrity of these accounts
- Provide assistance and support to users of Vadim Software as required
- Preparation of year-end working papers & supporting schedules for the Annual FIR return and yearly Audit, as well as answering audit questions
- Maintenance of trust funds
- Assist Deputy Director of Finance with cash-flow forecasts
- Ensure managers and supervisors have a timely understanding of financial performance of their division against budget and prior periods, as well as operational performance against KPIs
- Support the annual budget process as a resource to operational divisions
- Special projects as assigned by the Director or Deputy Director of Finance
- Ad-hoc reporting as required
- Participate in and support the City’s Continuous Improvement Program (CIP), by identifying opportunities for improvements in City processes with the aim of making processes as efficient as possible

**Qualifications**

- Community College or University Degree with a concentration in accounting and/or business
- Three years business, accounting, and auditing experience.
- Completion or near completion of a recognized accounting designation (CPA.) considered an asset
- Advanced Microsoft Excel skills
- Intermediate Microsoft Word and Outlook skills
- Proven ability to work well with others and independently
- Excellent analytical skills with a high aptitude for solving financial software problems
- Proactive in identifying, assessing and solving various accounting issues
- Current and clear Criminal Record Check

**How to Apply**

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **August 8, 2025**.

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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