

## **The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity**

# **Financial Analyst**

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

### **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Financial Analyst."

#### **Position Summary:**

Reporting to the Manager of Accounting / Deputy Treasurer, the Financial Analyst plays an active role in the day-to-day financial transactions of the Municipality by collecting, monitoring and studying data and recommending actions. This position is also be responsible for ensuring the proper adherence to policies and regulations, and ensuring that those polices are periodically reviewed and updated as needed.

#### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

#### **Duties and Responsibilities:**

- Act as primary contact for the Finance and Treasury department, coordinating financial questions from other departments.
- Act as the primary contact for the financial portion of the Drainage Billing process.
- Responsible for posting and reconciling Building Permits into Great Plains.
- Assist the Manager of Accounting / Deputy Treasurer in establishing annual operating and capital budgets by maintaining and monitoring budgets and reforecasting information in the accounting, budgeting, and long-term financial planning system.
- Conduct financial analysis, forecasting and modelling to support long-term financial planning, annual budgeting, and capital project evaluation for municipal services and departments.
- Prepare financial reports and graphical summaries of finances and budget analysis for review with Senior Management and with Council.
- Meet with Municipal departments to review budget and accounting variances and resolve anomalies, reporting any significant concerns to the Manager of Accounting / Deputy Treasurer.
- Assist with the annual audit in conjunction with the Manager and external auditors by preparing year-end audit working papers/reports, as well as any other documentation as requested.

- Assist the Manager with various monthly account reconciliations, and create and post monthly and annual journal entries for capital and operating taxation, annual admin fees, fire dispatch and fleet reserves.
- Responsible for the bookkeeping of the Tri-Township Arena and the Strathroy-Caradoc Housing Corporation.
- Develop, maintain and distribute ad-hoc reports and financial models as needed.
- Assist in the preparation, review and distribution of quarterly reports to Council.
- Develop and administer budget policies and practices under the guidance of the Manager of Accounting / Deputy Treasurer to ensure accountability and compliance.
- Conducts research and analysis pertaining to budgets, forecasts and other financial and economic studies as required.
- All other related duties as assigned.

### **Qualifications:**

- Post-Secondary diploma or degree in Accounting, Business Administration or a related field
- Minimum three (3) years' experience in reporting, consolidation and financial analysis, preferably in the Municipal sector
- Chartered Professional Accountant (CPA) or related designation is an asset
- Knowledge and understanding of Accounting/GAAP principles
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms, with advanced knowledge in Microsoft Excel.
- Working knowledge of Great Plains Accounting software, QuickBooks, Caseware, Questica budgeting software and FileHold
- Demonstrated excellent customer service, communication and interpersonal skills
- Strong initiative and ability to manage multiple projects as well as strong follow through skills
- Demonstrated attention to detail and high level of accuracy.
- Ability to work effectively in a fast-paced environment with multiple priorities and pressures and with minimal supervision
- Strong problem solving and decision making skills
- Demonstrated organizational, analytical and prioritization skills
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures.
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

### **Compensation:**

**Wage:** Band 5 – \$73,564.40 to \$91,946.40 per year (2025 rates)

**Benefits:** Comprehensive benefits plan including enrolment in the OMERS pension plan.

**Posting Type:** Existing vacancy

**Closing Date:** August 25, 2025 @ 12:00 PM

*Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.*

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer.*

*Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*