



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: CUPE 67.25 (1 vacancy)

Position: Senior Financial Analyst

Job Code: 6FNFAD

Status: Permanent Full Time (35 hours)

Employee Group: CUPE 4700

Salary: \$47.83 per hour, less \$1 for first six months

Division: Corporate Services

Department: Finance

Reports To: Tax Collector / Manager, Revenue Services

Location: Robinson Administration Building (Simcoe, ON)

Posting Period: October 10, 2025 – October 27, 2025



How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/D1A2A9C3AA>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)

Basic Function:

Responsible for assisting in developing, overseeing, directing and coordinating the preparation and consolidation of Norfolk County's operating and capital budgets ensuring reporting requirements of Council and County Departments/Divisions are met. Including the coordination and completion of all subsidies, grants and reporting requirements, including researching grants for Norfolk County.

To provide high level financial/accounting and technical assistance to County Departments/Division portfolios including extensive user training related to budget, financial, revenue and business processes.

Knowledge and Experience:

- Four (4) year university Undergraduate Degree in Business Administration, Accounting, Commerce or related discipline is required
- Professional Accounting Designation from Chartered Professional Accountants Association (CPA) or enrolment within three months of hire in the program to achieve a designation within the prescribed policy of the CPA is required.
- Certificate from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) Municipal Finance and Accounting Program (MAFP) or enrolment in the program would be considered an asset.
- Over three (3) years of progressive accounting and financial analysis experience including co-op experience. Experience to include financial planning, financial analysis, business processes, financial reporting, accounting, Capital Asset Accounting, developing and documenting new business processes and finance/accounting related policy and procedure development.
- Experience within an Ontario municipal environment is preferred.

Skills and Abilities:

- Thorough understanding of general accounting principles, financial reporting, municipal financial management and auditing requirements along with excellent analytical and evaluation skills.
- Knowledge of relevant Acts and Legislation that govern the financial operations of municipal government (for example, Municipal Act and Development Charges Act) including the ability to interpret and apply relevant legislation and policies.
- Ability to communicate effectively and concisely, both orally and in writing.

- Ability to work alone and in a team environment to establish and maintain effective working relationships with County staff at all levels.
- Ability to exercise discretion and judgment with attention to detail and accuracy and a high degree of integrity due to considerable exposure to confidential information.
- Ability to work independently with little direction in a fast paced and stressful environment, and to meet deadlines with constantly shifting priorities
- Excellent analytical and evaluation skills, including proficiency in developing financial models and tools. Analytical skills to enable the assessment of issues, develop options and make necessary recommendations.
- Excellent project planning skills, strong interpersonal skills, ability to manage complex and conflicting priorities, practical approach to problem solving.
- Proficient computer expertise in Microsoft Office Suite including Word, Excel, PowerPoint, SharePoint and Outlook including associated AODA requirements along with department specific financial software including FMW, Work-Tech / Pearl, Great Plains Dynamic and Paramount.
- A high degree of integrity and discretion due to exposure to confidential and/or politically sensitive information.
- Proven ability to research, assemble and present information and recommendations in a professional manner to a non-technical audience.
- Valid Ontario driver's license and access to a reliable car.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.

Position Description:

- Assist in developing, overseeing, directing and coordinating the preparation and consolidation of Norfolk County's operating and capital budgets ensuring reporting requirements of Council and County Departments/Divisions and Federal and Provincial governments are met.
- Coordinate and complete all subsidies, grants and reporting requirements for Norfolk County including researching grants on behalf of the County.

- Act as a primary liaison to Department/Division in providing expert advice, guidance on corporate budget development ensuring compliance with policies and procedures.
- Act as a Financial Business Consultant for Departments/Divisions by providing a wide range of expert guidance and advice on financial planning, accounting and reporting policies and procedures.
- Assist in maintaining and developing the budget system to ensure this system is available to all County Departments/Divisions in order to meet budgeting and reporting requirements.
- Provide consulting, technical expertise, financial/accounting, research assistance and analytical support services to Management and Staff related to capital and operating budgets.
- Develops and maintains reserve and reserve fund long-term projections and reporting requirements as necessary for Development Charges, Discretionary and Legislated reserves/reserve funds.
- Provides debenture administration including compiling documentation for long terms debt issuances, credit rating, annual repayment limit and long-term projections.
- Act as a revenue specialist and be responsible for setting tax rates, completing assessment updates, completion of tax related working papers and FIR schedules, preparation and review of section 357 adjustments and related annual report, reporting of arrears in utility and tax accounts, and provide analysis and training of cash handling practices.
- Prepare and manage financial statements, audits and other financial accountability requirements as required by Federal and Provincial Ministries (for example, the Ministry of Education)
- Participates in larger scale corporate projects/studies (i.e. Development Charges Study, Rate Studies).
- Develops and maintains corporate policies and processes for budgeting and reporting purposes.
- Conducts cost/benefit, risk, trend analyzes and prepares forecasts for business cases.
- Assists departments in developing business plans, including providing financial advisory services with respect to the plan.

- Designs, develops and delivers training programs for corporate budgeting and reporting functions and processes to staff and Managers.
- Monitor and analyze capital projects and report on status.
- Monitor, analyze and communicate operating budget variances ensuring concerned parties are aware of status.
- Coordinate development of user fees and service charges including conducting full cost recovery calculations, researching, analyzing and recommending recovery rates.
- Develop interdepartmental charges including researching, analyzing and recommending recovery methodologies.
- Undertake various financial studies and / or analysis projects to facilitate management decision making, as assigned.
- Reviews and provides financial input for Council reports, business cases etc.
- Assists in the year-end accounting processes and analysis including year-end working papers and schedules as it pertains to Financial Planning and Reporting.
- Liaise with Auditors and Ministry staff in coordinating and managing Norfolk County's reporting requirements.
- To prepare and present written or verbal reports, policies and procedures and/or recommendations to staff, Managers, General Managers, Council and other government agencies as required.
- Conduct financial studies and impact analysis projects on legislative or regulatory announcements to facilitate management decision making, as required.
- To develop, review and update the County's specific intranet areas to provide current and easily assessable information for corporate budgets and reporting requirements.
- To establish work priorities and schedules to ensure timelines are met.
- To participate on a wide-variety of committees and/or workgroups as required.
- Perform other related duties to assist in all functional areas of Financial Planning and Reporting and other areas of Financial Services.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.