

**Our team is highly skilled, passionate about our community, and we care.
Let's grow together.**

Senior Financial Analyst

Who We Are

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby's Official Plan has been updated to establish new directions for Whitby's planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

The Town of Whitby is a hybrid organization. This means staff are empowered to do their best work from various locations, as appropriate for the position.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let's grow together.

What You Will Get To Do

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to the Senior Manager of Financial Planning, the Senior Financial Analyst is responsible for providing financial analysis, advice and support to their assigned portfolio of departments, working with them on the development of multi-year operating and capital budgets, projections and long term forecasting models and maintaining the integrity of financial

information of their portfolio applying accounting principles and practices, and financial control procedures.

Duties for this progressive role include, but are not limited to:

- Providing financial advice, analysis and support to client portfolio in budget preparation, reviewing/projecting budget performance, calculating variances, examining causes of variances, analyzing trends and forecasting/modelling future revenues/expenditures.
- Leading the review of budget submissions and business cases;
- Preparing reports/analysis for department management, senior leadership team and Council decision making, public budget book documents and presentations;
- Leading the collection and verification of financial information in communications to Council to ensure that the financial information is accurate and presented consistent with the department's standards;
- Assisting in preparing reports to Council on budget performance and seeking budget adjustment authorization in compliance with policy;
- Ensuring all financial requirements are met including year-end carry forward and accrual requests, account reconciliations and correcting/adjusting journal entries;
- Leading the development and delivery of refresher training and training to new program/project managers in budget tools, policies, procedures and guidelines and promote the use and improve the financial information/reports;
- Leading financial studies and participate as a finance resource in other departmental studies;

Who You Are

Our team is looking for an enthusiastic, solutions-oriented team player that takes initiative and thrives on a high performing team. You are self-motivated, self-starting and utilize a proactive approach to work. You value partnerships. Your excellent communication and interpersonal skills coupled with your experience promoting and maintaining positive relations enables you to skilfully build, establish and maintain positive working relationships within the workplace.

You are a strategic thinker who is excellent at prioritization and a problem solver. Using your knowledge and experience in the field allows you to navigate through complex problems and recommend innovative solutions. You have the ability to demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

To you, being at work is a mindset and not a location. You can switch seamlessly across modes of work and cultural norms of working in different environments. You know you best, including the tasks you do better when working virtually versus on-site. You believe that the cornerstone of successful working relationships is trust and understand how this positively impacts productivity and performance. You have a high degree of accountability, readily adapt to disruption, like to learn new skills, and explore new ways to connect and collaborate in the digital world.

What You Bring To Our Team

As the successful applicant, you must possess:

- A minimum of five (5) years of progressive responsibility within a financial department, preferably in a Municipal environment
- Bachelor's degree from a university of recognized standing with specialization in Business Administration, Accounting, Economics, Statistics, Finance or a closely related Field

- A Chartered Professional Accountant (CPA) designation Strong knowledge of public sector finance and accounting, including best practices in long term financial planning, and multi-year budgeting,
- Advanced knowledge of excel to support analysis, trends, modelling/forecasting/dashboards to inform/present recommendations/decision support data
- Knowledge of project management an asset
- Excellent interpersonal skills with the ability to liaise with internal and external stakeholders and maintain positive working relationships
- Excellent communication skills, both written and verbal, with the ability to deliver information to a targeted audience effectively and efficiently through various media
- Knowledge of Microsoft office and financial and reporting systems
- A proven ability to work both independently and as part of a team

Salary Range: \$109,693 - \$124,652

Hybrid information: Remote Hybrid

Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m., plus additional hours as required.

Closing Date: November 7, 2025

Our commitment to Inclusion, Diversity, Equity, and Antiracism

At the Town of Whitby, we view holistic inclusion as the pathway to achieving healthy relationships, inclusive excellence and fostering a culture where everyone can thrive. We acknowledge our history—the good and the bad, promote social justice and address discrimination and inequities. We strive to create a workplace that encourages you to always bring your authentic self to work.

Equal Employment Opportunity Statement

The Town of Whitby is an Affirmative Action/Equal Opportunity Employer. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Accommodation

The Town of Whitby is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.

We thank all applicants and advise that only those selected for further consideration will be contacted.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.