

FINANCIAL ANALYST II

Position ID: J1225-0145

Job Title: FINANCIAL ANALYST II

Job Type: Full Time

Department: Budget and Financial Planning

Number Of Positions: 1

Min Salary: \$46.81/Hour

Max Salary: \$58.51/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Financial Analyst II (Capital) position provides financial support for the City of Airdrie's capital budget, debt management, reserve analysis, and developer levies while also contributing to broader financial reporting and audit preparation. This role collaborates with financial analysts, financial accountants, and budget managers to develop capital budgets, monitor funding and debt, and perform variance analysis, applying Public Sector Accounting Standards (PSAS) to ensure accuracy and compliance. In addition to capital responsibilities, the position supports year-end processes and strengthens alignment between Budget and Accounting teams, promoting knowledge sharing and flexibility during peak periods to streamline deadlines and enhance overall efficiency.

Responsibilities include:

Planning and Budgeting

- Collaborate with client groups to provide financial guidance and ensure alignment with policies and standards.
- Plan and coordinate long-term budgeting, identify risks and opportunities, and advise on best practices.
- Assist in preparing multi-year operating/capital budgets and forecasts based on strategic objectives.
- Support operating budget analysis and improve integration with capital budgets.

Data Analysis and Reporting

- Prepare and monitor quarterly projections, budget allocations, and revenue/expense forecasts.
- Perform monthly account reconciliations, journal entries, and variance analysis.
- Develop reports for quarterly financials, budget amendments, capital requirements, and performance analysis.
- Provide strategic financial insights and monitor purchase orders for compliance.
- Assist with financial statements and year-end audit preparation.

Policies, Procedures & Compliance

- Recommend and implement process improvements; provide training and support.
- Conduct ad hoc policy research and ensure internal control compliance.
- Draft procedures and participate in internal audit readiness; ensure PSAS compliance.

Grant Management

- Prepare and submit grant applications; monitor budgets and compliance.
- Produce financial reports for grantors and internal stakeholders.

Capital Projects Accounting

- Lead capital project meetings; allocate funding sources and prepare journal entries.
- Support capital asset reporting and reconciliation at year-end.

Account Reconciliation & Audit

- Reconcile grant and reserve accounts; resolve discrepancies.
- Assist with annual audit preparation and respond to auditor inquiries.

Other

- Prepare financial presentations for leadership and Council; cross-train and provide backup support.

You Bring:

- Degree in Business Administration, Commerce, Accounting, Finance, or related field
- Professional Accounting Designation – Chartered Professional Accountant (CPA)
- 3–5 years in financial accounting (budgeting, forecasting, analysis, reporting)
- Audit experience and municipal experience considered assets.
- Comprehensive understanding of financial management and reporting principles, best practices, and Public Sector Accounting Standards (PSAS); strong working knowledge of financial systems and Microsoft Office (advanced Excel).
- Skilled in preparing budgets, analyzing financial data to identify trends, and creating detailed reports and documentation.
- Excellent attention to detail, accuracy, problem-solving, and planning; strong written and verbal communication; ability to work independently and collaboratively in a team environment.
- Well-developed relationship-building and influencing skills; ability to communicate professionally with diverse personalities; positive team contributor.
- Quick learner and self-starter; flexible and practical approach; able to manage shifting priorities and competing tasks in a results-driven environment; proactive, diplomatic, and confidential.

- Supportive of process improvements and technological advancements; ability to implement positive changes and share knowledge across functional teams.

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

The position is full time (37.5 hours per week) and a comprehensive benefits package is included.

*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.