



Career Opportunity – Internal/External Posting

Financial Analyst Financial Services, Technology and Funding Strategies

Position Summary:

Reporting to the Senior Manager of Financial Services, this position plays an important role in supporting internal departments and working in collaboration with the Asset Management Analyst in an effective and efficient manner. The Financial Analyst is responsible for maintaining the capital asset accounting database in accordance with the Public Sector Accounting Board's (PSAB) Tangible Capital Asset (TCA) Accounting requirements, preparing reports for capital grants, preparing and reconciling working papers for the financial statements, and providing various analyses to municipal staff. The Financial Analyst is required to work independently and must exercise significant discretion in performing duties. This position is required to coordinate information and services with various municipal departments.

Key Responsibilities:

- Maintain capital accounting and reporting system, update tangible capital asset database for all municipal departments, ensuring compliance with approved policies and procedures, including PSAB requirements.
 - Review general ledger (GL) accounts to ensure accurate posting of invoices.
 - Record capital funding for each project, ensuring council resolutions are followed (reserves, grants, other revenue).
 - Identify taxation carry forwards to be applied to future years.
 - Meet with asset managers to review annual purchases, disposals, replacements, and life cycle use of new assets.
 - Update CityWide software for annual asset transactions (acquisitions, additions, disposals, transfers from WIP).
 - Reconcile GL accounts to the Citywide inventory system.
 - Apply TCA policy's useful lives to the information in CityWide.
 - Record year-end adjustments for Financial Statements.
 - Prepare Financial Statement schedules and Financial Information Report (FIR) schedules for year-end reporting purposes.
- Prepare reports for capital projects grant applications for all municipal departments and prepare grant claims.
 - Review transfer payment agreements for reporting deadlines, eligible vs. ineligible costs and required documents.

- Correspond with project manager to reconcile reporting period amounts.
- Provide reconciled claim files to Senior Manager/Director for review and signing.
- Record grant receivables in the GL.
- Respond to inquiries from the General Accountant when receipts are received.
- Provide financial analysis support to the Financial Services Department including preparation of departmental variance analysis and statistical data reports, undertake various revenue and expenditure studies, and project analysis, as assigned.
- Identify significant variances to be explained and provide reasons.
- Support the Finance team with the preparation of the annual budget:
 - Prepare capital budget working papers for departments.
 - Monitor approved annual capital budget to ensure department compliance, provide consulting, financial and accounting services to management and staff related to capital budget.
 - Update the budget software based on budget spreadsheets.
 - Restate Council approved budget to PSAB compliant budget for the Municipality.
- Support the Finance team with the preparation of the Financial Statements:
 - Prepare and reconcile working papers for external audit including tangible capital assets.
 - Respond to external audit questions regarding tangible capital assets.
 - Prepare year-end reports and journal entries.
 - Assist in the preparation of the Financial Statements and FIR.
- Assist with the development, implementation, review, adherence and updates to the tangible capital asset policies and procedures, monitoring to ensure alignment with overall municipal strategic documents and master plans.
- Review payment certificates for accuracy and adherence to approved spending limits.
- Complete cost and rate analysis to ensure full cost recovery, where required.
- Prepare Municipality annual Fee Schedule Report for Council and coordinate updates to the Fee Schedule.
- Liaise with staff, external agencies and consultants, as required.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have post-secondary diploma or degree in business administration, accounting, finance, or a related field, or equivalent education.
- A professional accounting designation, such as a Chartered Professional Accountant is preferred.
- Must have a minimum of five years' experience in a similar industry setting.

- Must be knowledgeable in regulations, statutes, by-laws and standards pertaining to municipal government, including PSAB. Must have advanced computer skills in financial information systems.
- Must have excellent organizational, analytical, planning, research and problem-solving abilities with effective interpersonal skills.
- Must have excellent verbal and written communication skills with the ability of relationship building and engagement skills.
- Must be self-motivated and able to work independently as well as with a team.
- Must be proficient in computer applications in a Microsoft Windows environment.
- Working knowledge of Vadim Software, CityWide, and Questica Budget Software is considered an asset.
- Experience in auditing and evaluative techniques and applications is an asset.
- Experience in municipal financial and asset inventory systems is an asset.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week, in an office environment. Attendance at evening meetings, and overtime are required at times.

Employee Group:

Non-union

Salary Range:

\$87,219.37 to 102,034.89 (2026 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, February 1, 2026.

Reason for Vacancy:

Existing vacancy.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761