



# JOB POSTING

## **ABOUT THE MUNICIPALITY OF CENTRAL ELGIN**

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St. Thomas. The Municipality is home to 14,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

Title	<b>Financial Analyst</b>
Job Status	Full Time
Wage	Starting at \$37.22 hourly
Hours	35 hours per week
Reports To	Manager of Financial Services
Location	St. Thomas, ON
Posting Status	Vacancy
Unionized	No

## **POSITION SUMMARY:**

The Financial Analyst plays a hands-on role in the day-to-day activity of municipal finances, ensuring accurate transaction processing and compliance with the Municipal Act, By-Laws and Public Sector Accounting Standards (PSAS). This position is actively involved in preparing and posting journal entries, performing account reconciliations and bank deposits, maintaining the general ledger, and capital asset tracking. The Financial Analyst will lead the forecasting activities and may assist with budget preparation and monitoring, grant funding and reserve balances, audit working papers and responding to departmental financial inquiries. Working closely with internal departments, the Financial Analyst applies strong analytical skills, attention to detail, and practical knowledge of municipal finance to maintain accurate records and safeguard public funds.

## **RESPONSIBILITIES:**

### General Ledger

- To ensure the general ledger is accurate, complete, properly classified and compliant:
- Record financial transactions and reconcile amounts to legacy systems where required.
- Process entries for the non-profit housing and BIA businesses.
- Perform monthly account reconciliations to ensure accuracy.
- Assist with year-end close (accruals, deferrals, capital assets, audit working papers).
- Ensure appropriate controls are followed in the weekly deposit of cash and cheques.
- Prepare monthly bank reconciliations with related GL entries for manager's approval.
- Submit HST returns with related GL entries.
- Identify and report risks or areas of concern to the Manager and assist in resolving anomalies.
- Keep track of and reconcile capital asset funding and expenditures.

### **Reporting and Analysis**

- Assist with reporting and analysis through monitoring performance, analysing trends and variances and providing insight that will guide informed business decisions:
- Meet regularly with departments to review variances and develop forecast.
- Report on cashflow and explain variations.
- Reconcile and report development charges earned based on number of permits issued.
- Assist in preparing year end working papers, journal entries, and financial reports.
- Provide financial research and analysis, presentation, modelling and reporting as required.
- Analyse trends and unusual fluctuations to prevent and detect errors or fraud.
- Develop and maintain standard operating procedures for the position.

### **Operations**

- Ensure efficiency, compliance and strategic decision making:
- Assist with budget preparation for staffing and full-time equivalents.
- Identify areas where costs can be reduced without impacting services.
- Monitor accounting in accordance with approved policies and procedures; recommend amendments where necessary and implement approved changes.
- Provide technical direction and guidance to departments regarding accounting practices, internal controls and other related matters.
- Troubleshoot financial accounting processes and software issues; determine root cause and recommend process enhancements.
- Assist with decision making through complex financial modelling.

### **Other**

- Identify and facilitate opportunities to streamline financial processes.
- Provide backup support to the Accounts Payable/Receivable Analyst position.
- Undertake special projects and other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree or college diploma in accounting, business administration or related education.
- A professional accounting designation is considered an asset.
- Education may also include the Municipal Accounting & Finance Program or the Municipal Tax Administration Program.
- Minimum 3 years' experience in either public, non-profit or municipal sector.
- Demonstrated knowledge of the Municipal Act and/or Public Sector Accounting Standards.
- Excellent analytical, investigative, research and problem-solving skills.
- Proficient in Microsoft Office applications, specifically Excel.
- Strong organizational and time management skills to ensure timely, accurate completion of tasks.
- Ability to adapt to fast-paced and changing work environments while managing multiple priorities.
- Excellent communication skills, both oral and written.
- Ability to maintain confidentiality and manage sensitive files and information.
- Team-oriented with the ability to work independently and collaboratively across departments.
- Strong interpersonal skills to foster positive relationships with staff, elected officials, contractors, and the public.
- Flexible and positive attitude, with willingness to take on other duties as assigned.

## **WHAT WE OFFER**

- Competitive wage
- Competitive benefits package
- OMERS Pension Plan
- Paid vacation
- Paid holidays
- Employee Family Assistance Program
- Support for continuous education and professional development
- Opportunities for career growth and advancement
- Hybrid or flexible work arrangements (where operationally feasible)
- Staff appreciation and employee recognition events
- Free on-site parking

## **HOW TO APPLY**

- Applications must be received no later than **Sunday, April 5, 2026 at 11:59 p.m.**
- Please apply for this opportunity directly through our website: <https://www.centralelgin.org/en/municipal-office/career.aspx>
- The successful candidate will be required to complete a Criminal Record Check
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## **ACCOMMODATIONS**

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

## **ADDITIONAL INFORMATION**

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO/Clerk of The Corporation of the Municipality of Central Elgin.