

Financial Analyst II

Position ID: J0526-0066

Job Title: Financial Analyst II

Job Type: Full Time

Department: Budget and Financial Planning

Number Of Positions: 4

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 City of Airdrie is currently recruiting for four Financial Analyst II roles, including:

- Two permanent positions
- Two 18-month temporary positions (with the potential for extension)

The Financial Analyst II position is the lead financial advisor for assigned departments, responsible for providing financial guidance, oversight and analysis across operating and capital budgets. This role works in close partnership with budget leaders to set financial direction, ensure accuracy and compliance, and lead the development of budgets, forecasts and variance analysis.

The Financial Analyst II applies Public Sector Accounting Standards (PSAS) and corporate financial policies to analyze financial information and ensures that all financial reporting is complete, accurate and aligned with organizational objectives. The position prepares high quality financial reports, statements and analysis for both internal leadership and external stakeholders.

Responsibilities include:

- **Planning and Budgeting:** Serve as the primary financial advisor to assigned client groups, proactively leading discussions and providing clear direction on budgeting, forecasting and financial decision-making.
- Lead the development and coordination of long-term financial planning activities, including identifying risks, opportunities (e.g., potential revenue streams) and advising client groups on best practices in accordance with corporate policies, procedures and standards.
- Lead and coordinate the preparation of multi-year operating and capital ensuring alignment with strategic objectives, staffing requirements and approved service levels.
- **Data Analysis and Quarterly Reporting:** Own and oversee quarterly financial projections and budget allocations, ensuring financial records for assigned client groups are accurate, complete and support informed decision-making.
- Monthly reconciliation and analysis of accounts (maintain, review, and assist with account reconciliation, journal entries and analysis to ensure proper allocations to general ledger accounts).
- Prepare analysis for various reports including quarterly financial reporting, budget amendments, capital requirements and analysis of financial performance.
- Provide independent, strategic financial analysis and advice, offering insights into current performance, risks and outcomes to support management and leadership decisions.
- Exercise financial oversight and approval authority over purchase orders, ensuring expenditures align with approved budgets, variance thresholds and corporate financial controls.
- **Policies, Procedures and Compliance:** Act as a subject matter expert in financial processes and controls, leading reviews and recommending improvements to enhance effectiveness, efficiency and compliance. Provide guidance, training and support to client groups as required.
- Lead the financial analysis and provide content for reports to leadership and Council related to assigned client groups, ensuring information is accurate, defensible and clearly communicated.
- Ad hoc policy research/financial analysis of city operations and assist with internal control compliance as required.
- Create and draft procedures as required.
- Work with external auditors on the annual financial audit.
- Cross train with other finance team members, provide back-up coverage as needed.



You Bring:

- Bachelor's Degree in Business, Commerce, Accounting or Finance
- Chartered Professional Accountant (CPA) of Canada
- Minimum of 5 years' experience in financial accounting within the areas of budget, forecasting, analysis and reporting
- Demonstrated ability to lead financial discussions, challenge assumptions and provide clear, professional advice to management and stakeholders
- Comprehensive knowledge of financial management and reporting principles, including best practices
- Knowledge of Public Sector Accounting Standards (PSAS) considered an asset
- Experience preparing and leading budgets and financial forecasts
- Strong analytical skills with the ability to interpret complex financial information and communicate it clearly
- Advanced proficiency in Microsoft Excel and experience with financial accounting systems
- Strong written and verbal communication skills, with the ability to influence and build collaborative relationships
- High attention to detail, sound judgment and the ability to manage multiple priorities
- Ability to work independently while contributing effectively in a team environment
- Municipal experience considered an asset

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
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, 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 are appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

The positions are full time (37.5 hours per week) and include a comprehensive benefits package.

*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.

