

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

Temporary Senior Investment & Financial Analyst **(anticipated for a period of up to 24 months)**

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 almost 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.

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 CARE 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, Development Finance, Investments and Real Estate, the Senior Investment & Financial Analyst is responsible for delivering financial, investment, and accounting analysis in support of the Town's treasury operations. The role develops and maintains cash-flow models, prepares financial schedules, ensures adherence to Town policies and Public Sector Accounting Board (PSAB) standards, supports banking and investment activities, and contributes to corporate financial initiatives and special projects. It provides high-level analytical support across financial reporting, budgeting, investment management, and compliance functions to strengthen the Town's overall financial governance

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

- Preparing and reviewing account reconciliations, journal entries, and financial close documentation to ensure accuracy, completeness, and compliance with municipal accounting standards and PSAB requirements;
- Building advanced cash flow models and scenario-based forecasts to assess liquidity needs, evaluate investment options, and optimize the Town's investment portfolio in alignment with capital project timelines;
- Compiling audit-ready schedules, validating supporting documentation, and coordinating responses to auditor inquiries during interim and year-end audit processes;
- Analyzing portfolio performance, benchmarking results, compliance findings, and market conditions to produce the Town's Annual Investment Report to Council;
- Preparing and analyzing reserve and reserve fund balances, debt and debenture schedules, and related financial data to support long-term financial planning and the annual budget process;
- Monitoring compliance with financial policies, internal controls, and PSAB standards, and recommending process improvements to strengthen financial governance and reporting accuracy;
- Monitoring investment products and market offerings, assessing suitability, and recommending opportunities consistent with the Town's investment policies, cash flow projections, and legislative requirements;
- Identifying and implementing process efficiencies, enhanced internal controls, and improved financial information practices across financial operations;
- Contributing analytical support to corporate financial initiatives and special projects through advanced modeling, research, and financial analysis; and
- Performing other related duties as required.

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 extensive 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.

What You Bring To Our Team

As the successful applicant, you must possess:

- University degree in Business Administration, Commerce, Economics or Finance, or a related discipline;
- A minimum of five (5) years of progressive experience, related to financial analysis and investments, in a municipal or broadly public sector environment;
- A Chartered Professional Accountant (CPA) designation;
- Strong knowledge of public-sector finance and accounting principles, including PSAB standards;
- Experience developing, recommending and implementing internal controls, procedures, process efficiencies;
- Demonstrated financial management capabilities, including advanced analytical, problem-solving, research, and organizational skills;

- Proficiency with computers and software applications, including intermediate level knowledge of MS Office Suite (Outlook, Word, Excel) and proficiency with Workday is considered a strong asset;
- The ability to understand, express and apply complex technical/administrative concepts, methods and procedures in financial and other related matters such as use of available information and assisting in maintaining the integrity of information on the financial system;
- Exceptional oral and written communication skills to communicate effectively with all levels within the organization and external stakeholders;
- Strong interpersonal skills with the ability to establish and maintain effective working relationships;
- The ability to work effectively independently under occasional supervision; and
- A satisfactory police record check as a condition of employment.

What We Offer You

- Salary: \$113,533 - \$129,014 per annum
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hybrid work environment and flexible work arrangements allowing you to manage your priorities and your time effectively.

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

Closing Date: April 3, 2026

Application Instructions: To apply, please click [here](https://whitby.wd10.myworkdayjobs.com/EXT/job/Town-Hall-Whitby-Municipal-Building/Senior-Investment---Financial-Analyst_JR5271), or copy and paste the following url:
https://whitby.wd10.myworkdayjobs.com/EXT/job/Town-Hall-Whitby-Municipal-Building/Senior-Investment---Financial-Analyst_JR5271

Vacancy Statement: Unless specifically stated, all job postings at the Town of Whitby are to fill existing vacancies within our organization.

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.

The Town of Whitby confirms that artificial intelligence (AI) will not be used in the screening, assessment, or selection process for this position.

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