



An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas has an existing vacancy for the following position:

## **SENIOR FINANCIAL ANALYST**

Permanent, Full Time

Job Posting #: 1231-06-26

### **POSITION SYNOPSIS AND PURPOSE:**

This non-union position, reporting to the Manager of Finance, is responsible for providing advanced financial analysis, long range financial planning, policy development, budgeting support, and strategic business advisory services in support of the City's financial sustainability objectives.

The position supports organizational decision making through financial modelling, business case analysis, business process review, user fee analysis, organizational performance measurement, and policy evaluation. The Senior Financial Analyst acts as a strategic financial resource to departments across the organization and supports the development of long term financial frameworks, funding strategies, and analytical reporting tools to assist management and Council in evaluating operational and strategic initiatives.

The position also plays a key role in supporting the City's annual operating and capital budget processes through forecasting, variance analysis, trend analysis, departmental consultation, and performance reporting.

### **MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:**

#### **Strategic Support (35%)**

- Provide strategic support for the City's annual operating and capital budget processes through financial modelling, forecasting, historical trending, reserve analysis, debt analysis, variance analysis, and organizational financial planning.
- Coordinate and review departmental budget submissions to ensure compliance with corporate policies, legislation, and budget guidelines.
- Prepare business cases, scenario analysis, financial sustainability modelling, and strategic financial recommendations to support operational and corporate initiatives.
- Support corporate budgeting and financial reporting systems through reporting, data validation, analysis, and ad hoc financial reporting requirements.

### **Corporate Projects (25%)**

- Lead and support corporate financial projects and special initiatives as assigned, including project coordination, research, implementation support, cross departmental collaboration, and preparation of related financial analysis and reporting.

### **Business Process Reviews (15%)**

- Conduct business process reviews, user fee analysis, cost recovery analysis, and financial policy reviews.
- Identify opportunities to improve operational efficiency, financial sustainability, accountability, and organizational performance.

### **Financial Metrics (15%)**

- Develop and maintain financial performance metrics, benchmarking tools, dashboards, and analytical reporting frameworks to support evidence-based decision making and continuous improvement initiatives.

### **Research Analysis (10%)**

- Conduct research, analysis, and special studies related to emerging municipal issues and municipal best practices.

### **MINIMUM QUALIFICATIONS:**

- University degree in Accounting, Finance, Economics, Business Administration, Public Administration, or related field.
- CPA designation completed.
- Minimum five years progressive experience in municipal finance, budgeting, financial planning, policy analysis, or strategic financial management.
- Experience preparing financial models, business cases, formal reviews, Council reports or budget analysis
- Broad knowledge of municipal finance, accounting principles, budgeting practices, financial reporting, and applicable municipal legislation
- Advanced analytical, modelling, spreadsheet skills.
- Strong understanding of business planning, organizational performance measurement, business process review, and user fee analysis.
- Ability to communicate complex financial information to technical and non-technical audiences.
- Valid Class G Ontario Driver's Licence in good standing.
- Satisfactory Criminal Record Check is required.

### **HOURS OF WORK:**

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one (1) hour unpaid lunch. Occasional overtime may be required to support budget preparation, Council reporting deadlines, strategic initiatives, and financial planning projects.

## **WHAT WE OFFER:**

- Salary Range: \$90,784 - \$110,350 per annum (Band 10)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

**Applications must be received no later than Monday June 22, 2026, at 11:59 p.m.**

## **HOW TO APPLY:**

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities. Go to Posting Title and click the ‘Apply’ button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.

*Note: You may be required to answer Qualification questions during the application process.*

*The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.*

*Although we appreciate all applications received, only those selected for an interview will be contacted.*

*Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas.*

*Our hiring process does not use artificial intelligence (AI) or automated decision-making tools. Applications are reviewed and evaluated by our hiring team.*