

# Financial Analyst



This opportunity is simple: we're inviting you to bring your skills and talent to our organization through the role of *Financial Analyst*!

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

The Financial Analyst's role provides accounting support to all levels of the organization. Key responsibilities include preparation of the annual Capital Budget and administration of the Build Communities Strong Fund Community stream.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- Maintain capital budget working papers.
- Work with service area managers and outside agencies through the budget process.
- Prepare budget presentations.
- Review and process Village Build Communities Strong Fund (BCSF) claims and coordinate with and support Villages with preparation of BCSF reporting.
- Prepare and file annual BCSF Pre Construction Report and Annual Expenditure Report (draft and final).
- Prepare and present Capital Investment Plan.
- Prepare quarterly Capital Accountability Report and related Briefings/Request for Decisions.
- Analyze and explain variances for capital projects to Audit and Finance Committee.
- Maintain schedules and records for tangible capital assets, municipal debt, contractor deposits, performance bonds and village sidewalk funds.
- Support Manager of Financial Reporting with reports and presentations to Committees.
- Assist with preparation of audit working papers and other reporting.

## Candidate Profile

### *Education and Experience*

- Post secondary degree in Commerce/Business Administration or equivalent.
- Chartered Professional Accountant (CPA or legacy designation of CA, CMA, CGA).
- Experience in a municipal government setting would be considered an asset.

### *Knowledge, Skills, Abilities*

- In-depth knowledge of Generally Accepted Accounting Principles (GAAP);
- Knowledge of fund accounting and municipal accounting/taxation rules is considered an asset;
- Strong research and communication skills;
- Strong organizational skills and attention to detail, with proven ability to manage multiple priorities;
- Advance proficiency in Microsoft Excel including Power Query and Pivot Tables;
- Ability to identify opportunities for improving workflow efficiency through technology; and.
- Consistent demonstration of sound judgement, accountability and professionalism.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! The salary range with a Chartered Professional Accountant or legacy designation is \$80,740- \$96,296. The base salary is Level 9 (\$73,400 - \$87,542) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours may be required.

For a detailed job description please see the employment opportunity posting through our website [www.countyofkings.ca/services/employment](http://www.countyofkings.ca/services/employment).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

## How to apply

Please visit our website [www.countyofkings.ca/services/employment](http://www.countyofkings.ca/services/employment) and submit your resume and cover letter through ADP Workforce Now Career Centre. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Submit your application by **4:30PM Friday June 19, 2026**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.