

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: FINANCIAL ANALYST
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 6	Approval Date: JUNE 2026

Job Summary

The Financial Analyst is a comprehensive role within the Municipality's finance department. Reporting to the Director of Finance, the Financial Analyst is responsible for monthly bank reconciliations, capital projects, asset management, providing assistance with internal controls and policy development, financial reporting, the maintenance of financial software, and other duties as may be assigned.

Accountability

The Financial Analyst reports directly to the Director of Finance.

Specific Job Responsibilities

1. Bank Reconciliations and Journal Entries
 - Completion of monthly bank reconciliations for all capital and reserve accounts
 - Enter and post journal entries (with Director approval) with supporting documentation within 30 days of month end.
2. Capital Projects and Asset Management
 - Create, maintain, and distribute work orders for capital projects
 - Create and update the Municipality's tangible capital asset ledger quarterly (reconcile acquisitions/disposals, record journal entries, track depreciation, prepare schedules).
 - Submit quarterly claims to the Province of Nova Scotia and Government of Canada when required (e.g., Bridgetown Dissolution funding).
3. Internal Controls and Policy Development
 - Assists the Director of Finance in developing internal control policies and processes
 - Ensure proper segregation of duties in financial transactions to safeguard the public's funds
 - Research and prepare policy for annual valuation allowance calculations for uncollectible accounts, providing the report to the Audit Committee
 - Continuous process improvement and efficiency creation.
4. Financial Reporting and Provincial Submissions
 - Prepare Annual Expenditure Return (AER) in draft and final form
 - Prepare and submit five-year Capital Investment Plan (CIP) after approval from the Director of Finance and Council
 - Prepare annual financial reports and Financial Information Return (FIR) by September 30th of each year
 - Prepare quarterly variance reports and recurring journal entries for the Audit Committee
5. Interest Allocation & Reserves
 - Allocate interest earned monthly to appropriate accounts and reserves as per policies
 - Perform monthly reconciliations of interest allocations

6. Budgeting and Rate Setting
 - Assist the Director of Finance with the development of annual operating and capital budgets
 - Calculate and prepare budget estimates and proposed rates for hydrant fees and sewer rates
 - Provide recommendations on expense allocation across communities
 - Assist the Director of Finance with water rate studies and utility budget preparation (preparation of tables, charts, budgets, and other reports for the Nova Scotia Utility and Review Board)
7. Audit Support
 - Fully cooperate with external auditors and provide complete access to financial records and documents
 - Support timely completion of the annual audit (including non-consolidated and consolidated statements and notes)
 - Prepare comprehensive responses to any management letters and update Audit Committee on any corrective actions and changes made
8. Financial Software and Systems
 - Assist the Director of Finance with setup, implementation, and maintenance of financial accounting software
 - Assisting with establishing policies, maintaining access controls, developing financial report templates, and establishing security measures
9. Reporting and Support
 - Prepare reports and presentations for Director of Finance, CAO, Audit Committee, and Council
 - Communicate processes and policies effectively
 - Provide daily support to other members of the finance team
10. Other Duties
 - Perform any other duties as may be assigned by the Director of Finance

Qualifications and Expectations

Education: Candidates must possess an undergraduate degree in commerce, accounting, finance, business administration, or a related field.

Designation: Candidates with a CPA designation or working towards their designation would be preferred.

Experience: Minimum of 2-5 years of related experience, with preference given to those working within a municipal government organization.

Knowledge: Strong understanding of municipal finance and accounting, including Public Sector Accounting Standards (PSAS).

Requirements: Candidates must obtain a criminal records check to work for the Municipality of the County of Annapolis. This position will occasionally require work outside of normal office hours including evenings and weekends.

Core Competencies

Financial Analysis Acumen: Exceptional financial analytical and report writing skills. Strong ability to understand complex financial matters.

Communication: Ability to explain complex financial matters to various personnel and facilitate public presentations.

Technologically Savvy: Fluency with the Microsoft Office Suite and the ability to understand and utilize financial software.