



Senior Financial Analyst – Cash Planning 18 Month Contract Posting 202653

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Manager of Accounting, the Senior Financial Analyst - Cash Planning is a key role within the Finance division and is responsible for managing the Town's cash and working capital, advising the Treasurer on investment options, analyzing and reporting on the Town's financial performance, and assisting in the preparation of the Town's financial statements.

Accountabilities:

- Comply with corporate and departmental policies, procedures, and service standards while providing responsive support to internal and external customers.
- Prepare assigned Financial Information Return schedules, maintain Management Reporter mapping, and support accurate, compliant financial reporting.
- Analyze financial indicators, benchmarking data, and five-year statistics to support financial reporting, trend analysis, and Annual Financial Report commentary.
- Assist in the preparation of accurate financial statements and related reports for the Treasurer, senior staff, and Council.
- Manage the financial system, including period controls and the chart of accounts, to support reliable financial information and reporting.
- Prepare cash flow projections, provide investment recommendations, manage working capital, and liaise with banking and investment representatives regarding the Town's portfolio.
- Prepare reports for Council, as required.
- Maintain tangible capital asset records, including journal entries, acquisitions, disposals, write-downs, donated assets, and amortization.
- Reconcile tangible capital asset schedules to the general ledger, financial statements, and Financial Information Return, and recommend updates to related policies.
- Review, recommend, and implement process and procedure improvements.
- Perform other job-related duties as required.

Qualifications:

- Post-secondary degree in Business, Economics, Finance, Accounting, or a related field, or an equivalent combination of education and experience.
- Minimum of four years of related experience, preferably in municipal finance, including financial statement preparation and cash management.
- Actively progressing toward a professional accounting designation, such as CPA.
- Strong knowledge of public sector accounting standards, municipal investment regulations, and fixed asset sub-ledgers.
- Proficiency with Great Plains, FMW, and Microsoft Office, including advanced Excel skills.

- Excellent analytical, mathematical reasoning, problem-solving, and attention to detail skills.
- Strong communication, customer service, collaboration, tact, and diplomacy skills.
- Ability to prioritize work, maintain confidentiality, adapt to change, and support continuous improvement.
- Demonstrated creativity, innovation, and commitment to continual learning.

Compensation:

The rate of pay for this position (35 hours per week) is \$53.69 - \$63.92 per hour.

Position Details: This posting is for an existing vacancy.

Location:

This position allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town's Work from Home Policy, and is subject to change.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., August 28, 2026. Please quote posting 202653 on your cover letter.

Application Form: [Submit a Job Application](#)

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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