A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the City of Oshawa is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.

Vacancy: Regular Full-Time Financial Analyst Job ID: 1126-0098

Department: Corporate and Finance Services Branch: Finance Services

Location: City Hall

Posting Start Date: 2026/11/09 Posting End Date: 2026/11/18 by 4:30pm

Employment Group: CUPE 251 Salary Grade: 10, $44.43 - $49.36 per hour

Standard Weekly Hours of Work: 36.25 Shift Work Required: No

Reporting to the Supervisor, Financial Services, or designate, the Financial Analyst is responsible for treasury operations, financial systems development and support, and audit-related functions. The position supports the City's banking operations, payment systems, account reconciliations, and financial controls, as well as related financial systems and process improvements.

Responsibilities:

- Perform treasury functions, including preparing bank reconciliations, monitoring banking activities, investigating discrepancies, and supporting the administration of the City's banking operations
- Administer and support financial systems and payment platforms, including financial data interfaces, transaction processing, reconciliations, and the implementation, monitoring, and maintenance of appropriate financial controls
- Conduct financial analysis and complex account reconciliations
- Support financial systems development and enhancements through process reviews, system testing, implementation activities, user support, and procedure documentation

- Support internal and external audit activities, including preparing supporting documentation, conducting spot-check audits, and assisting with the implementation of audit recommendations
- Perform other related duties as assigned, including ad hoc reconciliations, investigations, and financial analysis

Requirements:

- Completion of a four (4) year Bachelor of Commerce degree with a specialization/major in Accounting, along with three (3) years of relevant experience with budgeting and financial analysis, or an equivalent combination of education and relevant experience
- Experience in a municipal accounting environment is an asset
- Student/candidate in Chartered Professional Accountant (CPA) Program
- Strong knowledge of computer applications (i.e., Microsoft Office Suite – Excel, Outlook, Word, Access, and PowerPoint)
- High level of proficiency with information systems and financial applications, including PeopleSoft Financials (General Ledger, Accounts Receivable, Accounts Payable, and Purchasing-to-Payments), Cityview, Intelligenz, Govstack Forms, Officer Enforcement, Honk Mobile, and Moneris Solutions
- Excellent written and verbal communication skills
- Superior analytical, reasoning, investigative, communication, and problem-solving skills, with a strong attention to detail
- Good organizational skills along with the demonstrated ability to work on own initiative and ability to work under pressure to meet competing deadlines
- Completion of a municipal accounting/municipal tax course would be an asset

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on

file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The.City.of.Oshawa.is.situated.on.lands.and.waters.within.the.Williams.Treaties.Territory?.home.to.seven.First.Nation.communities.of.the.Michi.Saagiig.and.Chippewa.Anishinaabeg?.who.have.cared.for.and.maintained.these.lands.from.time.immemorial.and.continue.to.do.so.to.present.day¡. Learn.more

We.are.an.Equal.Opportunity.Employer in accordance.with.the.Accessibility.for.Ontarians.with.Disabilities.Act?.866❶and.the.Ontario.Human.Rights.Code.(OHRC)¡.The.City.of.Oshawa.promotes.the.principles.of.diversity?.equity.and.inclusion.and.adheres.to.the.tenets.of.the.Canadian.Human.Rights.Act.and.the.Ontario.Human.Rights.Code¡.The.City.of.Oshawa.encourages.applications.from.women?.Indigenous.Peoples.and.persons.of.all.cultures?.ethnic.origins?.religions?.abilities?.ages?.sexual.orientations?.and.gender.identities.and.expressions¡

The.City.of.Oshawa.will.provide.accommodations.throughout.the.recruitment.and.selection.and/or.assessment.process.to.applicants.with.disabilities.and/or.needs.related.to.the.OHRC¡ .If.you.require.an.accommodation.during.the.recruitment.process.or.assistance.with.the.application.process.please.contact.Human.Resource.Services¡.Personal.information.provided.is.collected.under.the.authority.of.The.Municipal.Freedom.of.Information.and.Protection.of.Privacy.Act¡