

## **Township of South Frontenac Job Description**

**Position Title:** Financial Analyst

**Department:** Corporate Services

**Direct Supervisor:** Director of Corporate Services & Treasurer

### **Summary**

The Financial Analyst is responsible for providing financial analysis, research, forecasting and reporting for the Township. Working under the direction of the Director of Corporate Services, the position will provide support to departments in budget and long range forecasts preparation, business case proposals and monthly financial reviews. The Financial Analyst will prepare business case analysis including wages, benefits and procurement costing to support the best use of resources towards Township priorities. In addition, the Financial Analyst is responsible to monitor and manage grant programs including the completion of applications and required reporting, will maintain capital asset accounting including Public Sector Accounting Board (PSAB) requirements and the Township's asset management plan, as well as various other financial requirements such as Financial Information Return (FIR) reporting, cash flow forecasting, preparation of year end working papers and financial statements.

### **Duties & Responsibilities**

- Regular preparation, review and variance analysis of financial reports on a monthly basis as well as ad hoc analysis and report preparation to assist departments in making key business decisions.
- Assist in the preparation of year-end working papers, financial statements and the Financial Information Return.
- Monitor and analyze yearly activity changes which will affect future year's budgets and guidelines.
- Provide training and communications of financial concepts, practices and information as well as computerized processes to employees in other departments in a way that may be understood by all.
- Promote long term financial planning and forecasting by encouraging the use of available financial information; assist managers with the periodic review of Township programs and services in support of continuous process improvements
- Assist in the preparation, reconciliation, review and analysis of the annual operating and capital budgets as well as the long range financial plan including the maintenance of data and reports in the budgeting software.
- Prepare operating budget templates, documentation, budget guidelines and other information relevant for staff to use during budget preparation.
- Assist departments with the financial implication portion of Council reports.
- Maintain ongoing requirements and reporting for eligible existing and new ministry projects and grants as required (ie Federal Gas Tax, OCIF, Development Charges)

including reconciling programs/claims to ensure maximum funding entitlements are received.

- Completion of reconciliations, journal entries and budget transfers.
- Preparation of various forecasts, projection and cash flow statements used for business cases and long-term planning decisions.
- Regular preparation of investment summaries and analysis.
- Prepare reconciliations of reserve funds, departmental income statements as required on a regular basis.
- Assist in development and analysis of various rates including taxation and water rates as well as various rental and user fees.
- Management of all Tangible Capital Asset functions including disposal, amortization calculations, reconciliation and reporting.
- Coordinate and assist with the development, implementation and update of the Township's asset management plan and compliance with related legislation; ensure the integration of financials and technical requirements of asset management.
- Keep apprised of municipal and related grant programs and funding opportunities; develop relationships with key grant program and municipal advisors
- Communicate relevant grant opportunities to department heads and managers and assist with determining eligibility.
- Author grant applications in coordination with department leads as well as the maintenance of required data, reporting and deadlines for successful grants.
- Provide research and detailed analysis in preparation of new developments or opportunities, restructuring analysis and collective bargaining.

### Qualifications

- Three (3) year community college diploma in accounting or business discipline or a suitable combination of education and relevant work experience.
- Minimum three (3) years' relevant experience in finance, preferably in a municipal government environment.
- A.M.C.T.O. Municipal Accounting Course (or the ability to obtain)
- Strong interpersonal, organizational, analytical, problem solving, financial and both written and verbal communication skills.
- Demonstrated critical thinking skills with the ability to understand the impact of decisions on organization.
- Ability to handle multiple projects and tasks and continuously prioritize work.
- Demonstrated initiative, ability to adapt to change and a commitment to continuous process improvement.
- Demonstrated ability to build strong relationships with internal and external stakeholders including providing positive and helpful interactions in a courteous and effective manner with departmental contacts and representatives from other levels of government and outside agencies.
- Ability to quickly learn and operate relevant computer software.
- The ability to work independently and in a team setting with a high degree of autonomy, accuracy, reliability and attention to detail.

- High computer literacy in the Microsoft Office suite and Financial Management applications is required including advanced excel skills such as developing templates and using advanced formulas.
- Strong working knowledge of budgetary accounting and reporting processes.
- Demonstrated tact and discretion when dealing with confidential information.
- Knowledge of Tangible Capital Assets, Asset Management Plans and Reserves is considered an asset.

### **Work Environment**

- Work is predominately office based, within the hours of Monday-Friday 8:00-4:30
- Work is somewhat diversified with the employee working towards assigned objectives
- Must be available to attend scheduled evening meetings and meet unplanned commitments as required.

### **Additional Duties**

- Keeps abreast of changes in legislation and Financial Programs

### **Supervision**

- Works under the general supervision of the Director of Corporate Services & Treasurer

### **Other**

- This is a Full-time, non-union position based on a 40-hour work week. Some flexibility throughout the year may be required.
- Total compensation is based on the Township's Non-union Employment Policies adopted by Council and amended from time to time.
- A 12-month probationary period is mandatory.

Revised February 2021

Approved:

Approved:

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Neil Carbone  
Chief Administrative Officer

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Louise Fragnito  
Director of Corporate Services