



TOWNSHIP OF NORTH STORMONT

Work Description

Position Title: Senior Financial Analyst
Supervisor: Director of Finance / Treasurer

POSITION SUMMARY

The Senior Financial Analyst performs a variety of high level accounting, budgeting, cash management and financial reporting functions; and provides guidance, advice and support to the Director of Finance and other Township staff members on business and financial matters, as required.

RESPONSIBILITIES

1. Administers the Township's financial policies for purchasing, accounts payable, accounts receivable, and treasury.
2. Knowledge of Municipal Property Taxes, Utility Billing, Municipal Drains, Debentures and Payroll.
3. Records all municipal transactions; processes accruals and adjustments; reconciles accounts; and prepares monthly, quarterly and annual accounting and financial statements.
4. Collects, interprets and reports on financial data; conducts analyses; and prepares various financial documents, as directed.
5. Reviews cash control procedures and monitors the safeguarding of assets.
6. Acts as the first line of contact with vendors or clients regarding billing issues or problems.
7. Ensures all month-end financial tasks and associated reporting is completed and verified.
8. Maintains year-end working papers and spreadsheets; and assists with preparations for internal or external audits or independent reviews, as required.
9. Acts as a liaison with outside agencies (e.g., Chambers of Commerce, community groups, other municipal offices, etc.)
10. Maintains an accurate and complete trail of supporting documentation for all financial activities.
11. Updates and verifies databases and filing systems (e.g., the Ontario Municipal Records Management System, etc.).

QUALIFICATIONS

- Diploma in Business, Finance, Accounting, or a related field; and three years' experience in the municipal / financial industry; or an equivalent combination of education and experience.
- Demonstrated knowledge and skills regarding personal computers, data entry, software programs (Vadim, OPTA), and corporate records management systems.
- Strong analytical and organizational skills.
- High level of confidentiality, and strong interpersonal communications and customer service skills.
- Ability to work in English (verbal and written) is essential; knowledge of French would be considered an asset.

WORKING CONDITIONS

The work is performed in an office environment. There is a constant requirement to respond to numerous requests for subject matter information from the Director of Finance / Treasurer, Township staff members, and to enquires from external clients, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.

There is also a risk of eyestrain from exposure to the glare from a computer screen, and of general body stiffness from the requirement to remain in a seated position for extended periods of time.