

The District Municipality of Muskoka is currently recruiting for a Financial Analyst



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Financial Analyst will be responsible for assisting in preparation of corporate budgets, in developing of financial analysis and business cases, in maintaining financial data, in maintenance and processing of transaction items related to government funding, procurement, fleet operations, taxation and financial charges related to property.

What you will do:

- Assist from a financial perspective with development, implementation and maintenance of the urban service areas, including research, preparation of Committee reports, and GIS layer.
- Assist with local improvements, including research, review of department's files, and documentation for preparation of Committee reports.
- Receive record and secure letters of credit, insurance policies and other securities related to development agreements, service deposits and other contracts.

What you will need:

- Three (3) year post-secondary education in accounting/finance or equivalent.
- Three (3) years directly related experience, including an understanding of assessment / property tax legislation, public sector accounting practices, local government reporting requirements and a general understanding of Ontario property assessment and related registration processes.
- Excellent interpersonal, organizational, analytical, time management skills as well as the ability to prioritize and work under pressure to meet deadlines.

For a full outline of the responsibilities and requirements, please see below.

What we are offering

This is a **Permanent Full-Time** opportunity at the District. The hourly compensation range for this role is **\$31.49 – \$34.56**. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the "How to Apply" instructions on our website and then submit your application:

www.muskoka.on.ca/careers

This posting closes on Wednesday, January 31, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

JOB DESCRIPTION

Financial Analyst

Department:	Finance	Reports to:	Director, Tax Policy and Long Term Financial Planning / Director, Budget, Procurement and Risk Management / Mgr, Finance
Effective Date:	October 2020	Supersedes:	NEW
Classification:	CUPE Inside Class 6	Job Evaluation Date:	July 2008

SUMMARY:

Assists in preparation of corporate budgets, in developing of financial analysis and business cases, in maintaining financial data, in maintenance and processing of transaction items related to government funding, procurement, fleet operations, taxation and financial charges related to property.

MAJOR RESPONSIBILITIES (not limited to):

- Assist from a financial perspective with development, implementation and maintenance of the urban service areas, including research, preparation of Committee reports, and GIS layer.
- Assist with local improvements, including research, review of department's files, and documentation for preparation of Committee reports.
- Follow through with landowners related to tax billings and other charges.
- Receive, record and secure letters of credit, insurance policies and other securities related to development agreements, service deposits and other contracts.
- Participate as a team member in the production of the corporation's annual capital and operating budgets including both tax support and rate supported activities, including analyzing, calculation of estimates, and presentation of information in narrative, graphic or table format.
- Participate as a team member in performing a diverse range of financial studies, financial analyses and detailed statistical and financial records on a project-by-project or program-by-program basis for the purpose of providing assistance to management on financial matters.
- Liaise with department staff, external customers, government and other agency officials to ensure the appropriate and timely processing of work to meet deadlines.
- Assist with maintenance of financial policy manual.
- Assist in the monitoring of the District's budgets and financial performance measurements.
- Assist in investigating, analyzing procurement opportunities, purchasing initiatives and fleet operations.
- Assist in researching alternative revenues sources and funding opportunities including funding submissions, processing and new taxation powers/policy
- Assist and/or completion of subsidy grant claims
- Maintain records related to long term financial commitments for the purposes of monitoring the District's capital works, viability of reserves and reserve funds and long term debt requirements.
- Maintain Budget and Financial report writing software.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Three (3) year post-secondary education in accounting/finance or equivalent.
- Three (3) years directly related experience, including an understanding of assessment / property tax legislation, public sector accounting practices, local government reporting requirements and a general understanding of Ontario property assessment and related registration processes.
- Excellent interpersonal, organizational, analytical, time management skills as well as the ability to prioritize and work under pressure to meet deadlines.
- Valid Ontario driver's license.