



External Posting

Posting Date: Wednesday, September 16, 2020
Wage: \$ 29.01 - \$31.84 per hour

Closing Date: Wednesday, September 30, 2020 @ 12:00 NOON
Classification: CUPE Inside, Class 6

The Finance and Corporate Services department is currently looking for a:

Permanent Full Time, Financial Analyst

This role assists in the preparation of corporate budgets, in developing of financial analysis and business cases, in maintenance and processing of transaction items related to procurement, fleet operations, taxation and financial charges related to property.

This job will work a 35-hour work week, Monday to Friday, with overtime, as may be necessary during peak periods.

Responsibilities of the Financial Analyst will include, but not be 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 on a project-by-project basis 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:
 - monitoring of the District's budgets and financial performance measurements.
 - investigating, analyzing procurement opportunities, purchasing initiatives and fleet operations.
 - researching alternative revenues sources and funding opportunities including funding submissions, processing and new taxation powers/policy.
- 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.

The skills, experience and qualifications we are seeking for this job include:

- 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.
- Valid Ontario driver's license.

We would expect that your strengths will include excellent interpersonal and analytical skills. Strong organizational and time management skills are also key success factors for this job. You will be able to exhibit the confidence to use judgment and make recommendations related to the analysis you are completing. You will also have the ability to support your Director in preparing/ writing Committee and Council reports that support your recommendations.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the "**How to Apply**" instructions on our website and then submit your application.

[Watch our video](#) to learn more about working at the District!

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.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.