

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



The District of Muskoka is seeking an experienced **Senior Financial Analyst** to join our Finance and Corporate Services Team on a **permanent full-time basis**.

Reporting to the Director, Budgets and Financial Planning, the Senior Financial Analyst assists in the preparation, monitoring and consolidation of annual corporate budgets and performs financial analysis to facilitate management decisions on assigned projects, union negotiations and other confidential management initiatives.

The Senior Financial Analyst is responsible for, but not limited to:

- Assist in the production of the corporation's annual capital and operating budgets (tax support and rate supported activities); includes analysis, calculation of estimates, and presentation of information in narrative, graphic or table format.
- Collect, research, calculate and analyze estimates for all departments related to salary, benefits, and interdepartmental charges for the purposes of inclusion in operating budgets and other assigned projects requiring salary and benefit cost analysis, as directed (e.g., contract negotiations, pay equity, internal equity, committee reports, HR surveys and provincial agreements).
- Analyze data, compare actuals to budget and prepare quarterly committee variance reports.
- Anticipate and identify impacts/ issues and take, or make recommendations for, corrective action (i.e. identify where inconsistencies in information may impact on financial decisions/ where variances exist, etc.)
- Assist in the development and analysis of financial models for various functions Perform a diverse range of financial studies on a project-by-project basis
- Provide FMW training to new staff and periodically conduct refresher training sessions.
- Provide guidance, advice, recommendations and assistance to other members of staff through the handling of financial matters, including working with confidential Council and District correspondence.
- Liaise with department staff, external customers, government and other agency officials to ensure the appropriate and timely processing of work to meet deadlines.
- Assist in the monitoring of the corporation's daily and projected cash position, reserve fund balances and investment portfolio for the purpose of making recommendations on magnitude, duration and type of investment vehicles.
- Assist in the development and reporting of local and regulatory benchmarking measures.
- 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.

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

What you will bring to us

Our ideal candidate will have excellent interpersonal, organizational and analytical skills, as well as the ability to drive forward while working on multiple projects with competing deadlines. The ability to exercise discretion and judgment when handling confidential information; as well as the capability to provide expert opinions and guidance to departments on all levels is essential. Proficiency in the operation of MS Office and accounting systems is necessary and experience in FMW Web would be advantageous.

On the practical side, you will hold a three (3) year post-secondary education in accounting/finance or related discipline, or equivalent. You will bring to us a minimum of four (4) years of professional demonstrated progressive experience in a municipal financial environment with experience in financial modeling, cash flow analysis; budgeting processes; public sector accounting practices and local government reporting requirements.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this management position is: \$ 71,457 - \$ 84,132

How to Apply



If you have the necessary skills, experience and qualifications, and can 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:

www.muskoka.on.ca/careers

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

Interviews for this role are anticipated to take place August 21-25th

POSTING CLOSING DATE: Friday August 14th 2020 @ 12:00 NOON

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.