



Financial Analyst

The Township of South Stormont is seeking a Financial Analyst. This is a new position.

The Financial Analyst provides financial, analytical, administrative and technical support which may include confidential areas to the Director of Finance/Treasurer. Working under the direction of the Director, the position is responsible to assist departments during budget / forecast cycles, develop business cases for projects, monitor and update budget software data, and ensure data integrity is maintained. In addition, the Financial Analyst is responsible to monitor grant programs, complete grant applications, ensure compliance obligations and reporting functions are met, conduct financial analysis, support reconciliation and audit processes, and provide financial data as needed.

Excellent customer service skills that deliver helpful and positive interactions are required. Analytical skills, business case development, problem solving, ability to organize and prioritize work with attention to detail, ability to explain complex matters in simple terms and strong verbal and writing skills are considered very important skill sets for the position. Accuracy and timeliness in completing reports and financial records maintenance tasks are essential.

The work environment is team oriented while individuals must also work independently. The role of supporting public service requires flexibility and adaptability to accommodate changing priorities. Hours of work are 8:30 a.m. to 4:30 p.m. Monday through Friday, occasional early morning or evening work may be necessary.

The successful candidate will possess a university degree or college level diploma in accounting, finance or business administration. A CPA designation and five (5) plus years financial, analytical and accounting experience preferably in a municipal setting.

Salary range for the position: Pay Band 6 - \$63,137 to \$76,842 (2020)

Anticipated Start Date: Jan 25, 2021

Applicants should provide a letter of introduction and resume outlining how education, skills and experience meet the position requirements to Mr. David Ni, Director of Finance/Treasurer via email: david@southstormont.ca

Deadline for submissions: Friday, December 11, 2020 at 3:30 p.m.