



**Job Posting – Full Time Contract
(2-year contract)
Township of Uxbridge
Financial Analyst**

Reporting to the Deputy Treasurer, the Financial Analyst plays a key role in providing expertise in Accounting, Finance, Budgeting, and Financial Reporting. Working under moderate supervision, the Financial Analyst collaborates with the Treasury team to achieve departmental goals and objectives by leveraging their skills to contribute to process modernization and support management decisions. Key responsibilities include conducting preliminary analysis, interpreting data, and recommending improvements to Treasury operations while assisting with various projects.

Responsibilities:

- Assist with the annual external audit and the preparation of financial statements, accompanying notes, and the annual Financial Information Return (FIR).
- Perform general treasury functions, including preparing journal entries, reconciling complex accounts, and modernizing current practices.
- Contribute to the operating and capital budget processes by analyzing and investigating budget-to-actual variances.
- Assist in the collection, maintenance, and data management of the Township's tangible capital assets.
- Participate in major departmental initiatives, including transitioning the Township's ERP system and budgeting software, and assist with staff training.
- Collaborate the preparation of corporate grant applications, including progress reports and claim submissions.
- Conduct financial analysis and reporting related to procurement matters, ensuring compliance with Township Procurement Policies.

Qualifications/Experiences/Skills:

- Minimum of three (3) years of experience in accounting, finance, and budgeting, preferably in a municipal environment.
- Post-secondary education in Accounting, Commerce, or Business Administration.
- Active enrollment in a Chartered Professional Accounting (CPA) designation program (proof of registration required).
- Strong organizational, analytical, problem-solving, and strategic planning skills.
- Effective written and verbal communication skills, with the ability to prepare Council reports and communicate effectively with staff, elected officials, the business community, and the public.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, and Outlook).
- Ability to manage complex or sensitive matters effectively.
- Knowledge of Microsoft Dynamics Great Plains and FMW Citywide budget software is considered an asset.
- Familiarity with public administration, municipal finance, property taxation, and Provincial regulations, including the Municipal Act, is an asset.

Salary Range - \$62,153 to \$72,710

*** Due to the nature of this position, work hours may occur outside of regular Township business hours and the applicant must be available to work overtime, as required.

Interested applicants should submit a cover letter and resume clearly outlining how you meet the qualifications of this position by 4:30 p.m. on February 14, 2025. Applications should be addressed to Carly Somers, Deputy Treasurer csomers@uxbridge.ca, Township of Uxbridge, 51 Toronto St. South, P.O. Box 190, Uxbridge, ON, L9P 1T1.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.