

JOB SUMMARY

Reporting to the Manager, Financial Services, the Financial Analyst is responsible for preparing and analysing financial reports and data of a complex and technical nature.

DUTIES / RESPONSIBILITIES

- Compiles, researches, maintains and analyses financial and economic data for accurate reporting, forecasting and planning
- Assists with preparing the annual financial statements, working papers and other year-end reporting requirements
- Prepares, analyses and distributes financial reports of a complex nature
- Maintains capital asset inventory and records additions, disposals and amortization
- Completes bank reconciliations and related cash management processes
- Assists with maintaining the general ledger and chart of accounts
- Assists with the preparation and monitoring of the financial plan
- Monitors, analyses and reconciles revenue and expenditures
- Coordinates and reviews journal vouchers and related transactions
- Safeguards and tracks performance deposits, bonding and letters of credit
- Maintains, monitors and recommends improvements to financial control systems
- Conducts business process improvement initiatives
- Prepares government remittances, grant claims and reporting requirements
- Assists with investment, reserve, debt and capital asset management
- Responds to and resolves internal and external customer enquiries
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Manager, Financial Services
Positions directly supervised:	n/a
This position is responsible for: <input checked="checked" type="checkbox"/> Not applicable	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work <input type="checkbox"/> Evaluating work <input type="checkbox"/> Disciplining employees

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> University degree in commerce, business administration or a related field
Experience:	<ul style="list-style-type: none"> Four years of relevant experience within local government or a professional accounting firm
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> Chartered Professional Accountant designation Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> Sound knowledge of Public Sector Accounting Board (PSAB) standards and Canadian generally accepted accounting principles (GAAP) Strong working knowledge of legislation related to local government finance Excellent customer service skills Excellent interpersonal and communication skills, both written and verbal Strong working knowledge of financial and accounting software, including Vadim, Tempest and CaseWare Ability to work independently and as part of a team Excellent mathematical and problem solving skills Advanced skills in MS Office Suite of products, particularly Excel Analytical, accurate and detail oriented
Special Requirements:	<ul style="list-style-type: none"> May be required to work outside the normal working hours, including evenings and weekends, from time to time Clear criminal record check

CLASSIFICATION

Wage Level 12

JOB DESCRIPTION

Effective date: August 16, 2019