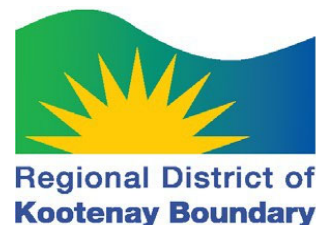


JOB DESCRIPTION

Financial Analyst



DEPARTMENT: *Finance*

PRIMARY LOCATION: *Trail Administrative Building*

REPORTS TO: *Manager of Finance*

EMPLOYEE GROUP: *CUPE*

JOB OVERVIEW

Reporting to the Finance Manager, the Financial Analyst is responsible for preparing and analyzing financial reports and complex data as part of the Finance team.

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.
- Assists with the preparation of monthly and quarterly variance reports.
- Prepares, reviews, and distributes complex financial reports.
- Prepares the Statement of Values for property and equipment insurance.
- Tracks and reports on the tangible capital assets of the organization.
- Maintains the Regional District Reserve Fund investment portfolio to ensure the accurate recording of Reserve Fund transactions.
- Assists with the applications of short- and long-term debt and maintains accurate recording of these transactions.
- Assists with maintaining the general ledger and chart of accounts.
- Assists with the preparation of the frontage tax and parcel tax rolls and corresponding courts of revision and assists with the preparation of the annual property tax requisition.
- Maintains the integrity of all financial reporting and accounting systems, ensuring confidential information and records are kept safe.
- Assists with the preparation and monitoring of the financial plan.
- Monitors, analyses, and reconciles revenue and expenditures.
- Prepares complex reconciliations and reports.
- 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.
- Responds to and resolves internal and external customer enquiries.
- In the absence of team members, completes other duties to support the department.
- Other duties as assigned.

SELECTION CRITERIA

The required qualifications, experience and training for this position include:

- University degree in Commerce, Business Administration or a related field.
- Chartered Professional Accountant (CPA) designation in good standing preferred. To be considered, candidates must be enrolled in CPA PEP and have completed the CORE 1 and CORE 2 modules.
- At least 3 years experiencing in an accounting position, preferably in a local government setting.
- An equivalent combination of knowledge, qualification and experience may be considered.
- Strong working knowledge and experience using financial and accounting software, including Vadim.
- Must be bondable.

The required knowledge, skills and abilities for this position include:

- Sound knowledge of Public Sector Accounting Board (PSAB) standards and related accounting principles and standards.
- Proficient in Microsoft Office environment, including superior Excel skills.
- Ability to operate accounting software effectively.
- Knowledge of legislation related to local government finance.
- Strong analytical skills with high attention to detail.
- Professional written and oral communication skills with the ability to communicate clearly and effectively.
- Ability to collaborate, problem solve and be a team player.
- Commitment to excellent customer service, with the ability to work effectively with other staff and managers, other levels of government and their agents, elected officials, and the public.
- Ability to work well independently and as part of a team.
- Commitment to the principles of confidentiality
- Demonstrated ability to act with tact and diplomacy while working with the public and coworkers.