

# Woolwich Township Job Posting



Date:	January 8, 2019
Position:	Financial Analyst
Positions Available:	One (1)
Department:	Finance
Wage Rate/Grade:	Wage Level 5 – \$52,741 to \$64,318 (under review in 2019)
Hours of Work:	35

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## Purpose of position and profile

To assist the Finance Department in the development, review, presentation and publication of financial information. To assist in the organization, development and operation of the Townships financial procedures and assist Department Heads with financial and analytical reporting, costing/scenario modeling for budget purposes and other financial analysis. To assist with the maintenance of the Township's asset management plan, including fixed asset accounting.

## Responsibilities

- Perform ongoing budget, revenue and expenditure studies, general ledger and financial analysis, and prepare reports as necessary
- Assist in the quarter-end and year-end accounting processes and analysis and preparation of year-end financial statements and Financial Information Return (FIR)
- Perform weekly bank reconciliations
- Perform accuracy checks on all accounts payable transactions, including general ledger coding, sufficient budget, etc., before they are entered and posted in the financial system
- Assist in the maintenance of Public Sector Accounting Board (PSAB) 3150 – compliant capital asset accounting and reporting
- Provide and maintain capital project accounting and reporting
- Contributes to the development of appropriate policies and procedures
- Assists with the application of legislation and regulations relevant to the Department; including relevant corporate policies
- Assist management staff with budget preparation and monitors financial status for assigned projects taking appropriate actions to ensure adherence to the approved budget
- Practices effective public relations to sustain the positive image of the Corporation of the Township of Woolwich
- Establish and maintain relationships with counterparts in other Municipal governments, and ensure cooperative relations with staff
- Perform other duties as assigned

## Qualifications/work requirements:

- Good knowledge of business processes and financial management methods
- Good understanding of municipal government, its operations and services
- Good understanding of GAAP and how it relates to the public sector
- Knowledge of financial and reporting software
- Sound technical knowledge relative to accountabilities
- Interpersonal skills
- Ability to work in a team environment
- Research, analytical, problem solving and decision-making skills
- Communication skills (listening, writing, verbal)
- Must have strong time management and organizational skills

## Required knowledge and skills

### Education and experience:

- Post Secondary diploma or degree in a related field (accounting/business administration)
- Enrollment in a professional accounting designation (i.e. CA, CMA, CGA) would be an asset
- 3 – 4 years of experience in accounting or related field

### Working conditions

- No unusual working conditions. Typical office environment.

Interested applicants are invited to submit their resume prior to **January 23, 2019 at 4:00 PM** to:

#### **Township of Woolwich**

**24 Church Street West, P.O. Box 158, Elmira, ON N3B 2Z6**

**Fax: (519) 669-9348**

**Email: [hr@woolwich.ca](mailto:hr@woolwich.ca)**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.