



JOB DESCRIPTION

Reporting to the Manager of Accounting Services, the City of Orillia has an opening for a full-time position of Financial Analyst – Capital in the Treasury Department.

DUTIES

- Play a lead role in the development and ongoing maintenance of the City's Annual Capital Budget, 10-year Capital Forecast and related asset management plans.
- Ensure accuracy of the asset and financial data within the plans and continual evaluation of actuals in coordination with all City Departments.
- Undertake financial analyses in support of identifying financial implications concerning development-capital projects.
- Provide input in preparing regular capital variance and closure reports; prepare financial reports at year-end and as required and assistance with Financial Information Returns.
- Collaborate with members of various departments on asset components linking to the asset management plan and Tangible Capital Assets.
- Liaise, coordinate and collaborate regularly with subject matter experts with asset management responsibilities by asset service category to identify long term level strategies and opportunities.
- Provide assistance and support to departments for preparation of the Development Charges Background Study; including assistance with compiling required data.
- Provide financial support in creating development-related long-range financial plans including cash flow, pay back, cost benefit and what-if analyses under various scenarios.
- Provide backup support to the department for insurance claims as required by the Manager of Treasury Services.

QUALIFICATIONS

- University degree in Business Administration, Accounting or Finance.
- Chartered Professional Accountant (CPA) Designation and member in good standing is required.
- Minimum three years of progressive experience in a municipal financial setting managing related projects and activities.
- Working knowledge of financial planning and the Public Sector Accounting Board related to tangible capital assets.
- Excellent judgment, initiative, supervisory, organizational, written and oral communication skills with the ability to work in a team or independently.
- Strong computer skills including accounting applications (Preferably Great Plains), using MS Office applications, including Word, Excel, e-mail and the internet.

Compensation for this position is Category 6 of Exempt Staff Salary Grid \$74,364 to \$90,391 plus a comprehensive benefits package. Interested applicants are invited to submit a resume in (MS Word or PDF Format) confidence by September 19, 2019 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Email: lbolton@orillia.ca Fax: 705-325-5904

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001, S.O. 2001, c. 25*, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.