

## CITY OF HAMILTON

### CITY MANAGER'S OFFICE

(LOCATION – CITY HALL, 71 MAIN STREET WEST)

STRATEGIC PARTNERSHIPS & REVENUE GENERATION SECTION – LOCATION – HAMILTON CITY HALL)

### FINANCIAL COORDINATOR – GRANTS

#### SUMMARY OF DUTIES:

Reporting to the Director, Strategic Partnerships and Revenue Generation, the Financial Coordinator - Grants provides financial and program related activities in collaboration with inter-department personnel, coordinating a variety of activities associated with the City Enrichment Fund.

The incumbent coordinates overall financial and administrative services including budget analysis, assessment and development of computerized budget spreadsheet to assist adjudicators with financial viability of grant recommendations.

#### GENERAL DUTIES:

Assist the Director and City Enrichment Fund Program Team with the coordination of financial and administrative functions for the Division by:

- Reviewing current process/procedures to assess effectiveness and efficiencies and make recommendation to improve/change processes/procedures as appropriate;
- Recommending related new and/or changed financial alternatives, policy solutions and/or strategies to grants program;
- Providing financial related advice and guidance to staff, management and internal stakeholders as appropriate;
- Liaising with City Enrichment Fund Program Managers with respect to financial reporting requirements;
- Reviewing financial statements and organizational sustainability of City Enrichment Fund applicants;
- Providing appropriate levels of financial education in workshops with community organizations;
- Assisting with coordinating the completion of all required entries (monthly, quarterly and year end) within established deadlines;
- Providing direction to other staff on financial and administrative functions;
- Developing, for review and approval, and maintaining job related policies and procedures;
- Liaising with program staff with respect to general accuracy of various accounts;
- Adhere to service level agreements via the division's financial and administrative functions
- Develop and edit computerized budget spreadsheets and other financial and statistical reports using a variety of database applications. Prepare financial scenarios. Review and analyze data to ensure integrity and consistency. Advise the Director of potential problem areas and provide options and recommendations for solutions;
- Compose correspondence to other City departments, internal staff and through the Director and/or Administrative Assistant/Grants Co-ordinator outside agencies and other levels of government;
- Research information and investigate through the Director to staff, the public, other City departments, Government and other outside agencies;
- Assist with the review of Council Reports with respect to financial implications;

Participate in special projects as assigned.

Provide back-up support to the Grants Coordinator as required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton Corporate, Departmental and Divisional policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of this position.

**QUALIFICATIONS:**

1. Advanced knowledge of accounting, budget and related financial procedures normally acquired through the completion of a University Degree in Business Administration, Commerce, Economics or an equivalent combination of education and relevant work experience.
2. Progressive experience with municipal finance polices.
3. Excellent knowledge of computer software applications, budget systems and related emerging trends and related systems with a demonstrated ability to conceptualize problems, build complex computer models and recommend appropriate solutions and/or responses.
4. Ability to deal effectively with elected officials, representatives of others levels of government, management, peers, staff and the general public.
5. Must be detail oriented and have developed analytical, organizational, time management and customer service skills to function effectively in a deadline sensitive environment.
6. Demonstrated knowledge and experience with PeopleSoft would be an asset.
7. Good knowledge and understanding of statutes, regulations, by-laws and collective agreements affecting the department/section would be an asset.
8. Ability to deal effectively with elected officials, representatives of others levels of government, management, peers, staff and the general public.
9. Must be able to work/act independently and in a team environment with the ability to manage multiple assignments and operate within tight time restrictions.