

## CITY OF HAMILTON

### CORPORATE SERVICES DEPARTMENT (FINANCE ADMINISTRATION & REVENUE GENERATION DIVISION – LOCATION – VARIOUS)

#### FINANCIAL ASSISTANT I – CUPE 5167

#### PERIODIC POST

#### SUMMARY OF DUTIES

Reporting to the Business Administrator, this position performs a variety of accounting, budget and reporting functions related to the portfolio assigned.

#### GENERAL DUTIES

Maintain, examine, analyze, reconcile and assist with reports on current, capital, reserve and balance sheet accounts by:

- Input and retrieve financial data in a computerized accounting system; including preparing journals, inputting data, balancing, initiating and processing computerized general ledger transactions;
- Review capital contract tender related purchase requisitions and vendor invoices to ensure appropriate expenditures and approvals;
- Maintain and co-ordinate contract payments;
- Assist in the preparation and co-ordination of monthly expenditure/revenue budget exception variance analysis and reports;
- Assist in the year-end process by monitoring and analyzing accounts and by assisting in year-end budget variance reporting;
- Prepare monthly complement reports for management review;
- Support client groups in their preparation, development, monitoring and forecasting of current and capital budgets by gathering revenue, expense and other budget related data; and by
- Process credit card/direct payment transactions for the portfolio including receiving and processing cash and cheque deposits.

Reconcile accounts and monitor accounts for errors; prepare and enter correcting journals.

Develop and edit computerized budget spreadsheet and other financial and statistical reports for client groups, other agencies and government using data from a variety of database applications.

Recommend the development of ad hoc reports in a variety of business applications such as Risk Master, Yardi, Amanda, Hansen and Avantis to enhance decision making and reporting.

Review and understand relevant Federal, Provincial, Municipal funding agreements and guidelines and outside agency contracts. Complete required agency and government reports and claims.

Receive and answer inquiries from staff, the public, other City departments and government agencies as required.

Assist in orientation and training/instruction of new F&A staff members as required.

Develop in conjunction with the Business Administrator, for review and approval, and maintains job related policies and procedures.

Compose correspondence for other City departments, internal staff and outside agencies as required.

Participate in special projects as required.

Provide support to the Business Administrator as required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated knowledge of accounting, budget and related financial reporting requirements typically acquired by the completion of a business and/or accounting Community College diploma or equivalent specialized related business/accounting courses up to two academic years and/or a combination of equivalent education and related work experience.
2. Progressive accounting experience demonstrating competency in analysis and understanding of financial statements, budgets and reports.
3. Demonstrated ability to communicate both orally and in written form with varying audiences.
4. Must be detail oriented and have analytical, organizational and time management skills.
5. Must have a detailed and advanced knowledge of and experience with Excel, sufficient to develop and analyze complex financial reports using Excel functionality such as formulas and linking.
6. Demonstrated knowledge and experience with PeopleSoft would be an asset.