

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION - ACCOUNTING SERVICES SECTION – LOCATION – 28 JAMES ST. N., 4th FLOOR)

FINANCIAL REPORTING ANALYST

SUMMARY OF DUTIES

Reporting to the Manager, Accounting Services, perform a variety of complex programming, accounting and financial reporting functions using NVision and Query in PeopleSoft System. Assume leadership role in the co-ordination and completion of the Year-End Financial Information Return Schedules and Financial Report. Provide direction, training, functional and procedural support to staff, other departments and outside agencies.

GENERAL DUTIES

Assume leadership role in the co-ordination and completion of the year-end Financial Information Return (F.I.R.) Schedules and Financial Report. Responsible for overseeing the preparation of individual schedules, inter-fund balancing, completion and submission to the Ministry of Municipal Affairs. Provide direction, advice and training to other staff as required.

Design, create, modify and implement System Financial Reports using NVision to meet the needs of users as well as annual financial requirements including F.I.R. schedules, and F.I.R. Current Budget Variance Reports.

Design, create and download transactional data reports using query, a data management tool within the PeopleSoft System to facilitate the analytical aspect of the requirements of this position.

Develop, implement and maintain the PeopleSoft Reporting F.I.R. Tree Structure and the corporation's chart of accounts in adherence to the Provincial Financial Reporting Guidelines.

Co-ordinate and maintain in the PeopleSoft system the reporting and reporting data parameters. Ensure the timeliness and accuracy of the reporting process including scheduling the month end open and close processes as well as the Fiscal Year-End Close.

Review, analyze and interpret the Ministry of Municipal Affairs Accounting F.I.R. Guidelines and Instructions. Compile, summarize, analyze and classify the corporations' Current Revenue and Expenditure accounts by manipulating Nvision and Query system reports and transcribing annually onto the Financial Information Return Schedules 10, 12, 40 and 42 (Current Expenses and Revenues).

Review annually the Public Sector Accounting Board recommendations and changes for local government financial reporting liabilities for Long Term Debt, Employee Benefits and Post Employment Benefits and Consolidation requirements to be reported on the Financial Report and F.I.R.

Compile, analyze and classify the Corporation's Long Term Debt financial data using spreadsheets and preparing the year-end financial working papers.

Compile, analyze Corporation's year-end consolidated financial statements using CaseWare and preparing supporting year-end financial working papers.

Provide pertinent debt information to establish and allocate the annual Budget for Long Term Debt.

Prepare, input system journal entries regarding Long Term Debt and oversee journal entries processed to the Sinking

Funds account.

Liaise with various outside entities to confirm and advise of outstanding debt, Sinking Fund Actuarial and future repayment schedules.

Coordinate year-end journal entries posted by departments.

Create and oversee the year-end transfers from/to reserves including the final year-end Surplus/Deficit entries.

Review journals and ensure proper accounting procedures are met, proper accounts are used and inter-functional transfers are accurate. Initiate and process the necessary corrections as required.

Review, interpret the Ministry of Finance reporting requirements, determine and implement the proper accounting Procedures and Policies.

Liaise and assist the City's outside auditors at year-end by compiling data, investigating discrepancies, performing detailed analysis, and explaining the variances between actual to budget and/or current year to prior year's comparative numbers.

Monthly and year-end analysis/reconciliation of various balance sheet accounts using a variety of database applications within the PeopleSoft System, Nvision, Query, GL/AP/AR inquiry.

Compile various detailed and analytical reports for Statistic Canada.

Assist the Manager, Taxation with the overall completion and balancing of the FIR tax schedules. Review annual changes to account structure, usage and year-end transfers.

Oversee and assist with the annual preparation of claims and settlements with the Ontario Government for various grant and subsidy programs.

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

QUALIFICATIONS

1. Demonstrated experience in accounting procedures and principles normally acquired through the completion of a University Degree in Business, Commerce or Accounting or an equivalent combination of education and relevant work experience.
2. Must be currently enrolled in a recognized accounting program working towards completion of CPA designation.
3. Demonstrated working experience and proficiency in Windows and MS Office applications, including Microsoft Word, Excel, PowerPoint, Outlook and Internet Searches.
4. Demonstrated knowledge and thorough understanding of a computerized accounting program including General Ledger Reporting Foundation, General Ledger set-up, GL Query, GL Nvision Reporting and GL Journal Creation.
5. Demonstrated knowledge and thorough understanding of consolidation requirements in accordance with Public Sector Accounting Standards and the use of CaseWare.
6. Excellent analytical, report writing and interpersonal skills to communicate effectively with all levels of City staff, external auditors and outside agencies.

7. Demonstrated knowledge and thorough understanding of computerized applications in accounts receivables, accounts payable, purchasing, workflow and approved to post procedures.
8. Able to assume responsibility to develop ideas into completed projects independently.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PROCEDURES FOR THIS POSITION AND THE WORKPLACE.

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