

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – BUDGETS & FISCAL POLICY - LOCATION –
71 MAIN ST. W., 1ST FLOOR)

DEVELOPMENT FINANCIAL OFFICER – CUPE 5167

SUMMARY OF DUTIES

Reports to the Supervisor, Development Charges, Programs & Policies. Responsible for daily financial administration and performance of all clerical duties associated with same and all development related policies, By-laws and Acts. Provides assistance and procedural support to Customer Service Representatives.

GENERAL DUTIES

Calculates, prepares and assesses rating of completed Local Improvement and Municipal Act projects.

Provides direction and procedural support to Customer Service Representatives and Plan Examiners regarding interpretation of Local Improvement Act and the Municipal Act practices and procedures.

Responsible for updating and distributing information used by others.

Reconciles, manipulates, and maintains all local improvement/municipal projects on Vailtech, Access and Focus programmes.

Calculates, inputs, prepares and distributes owners' lists for petitions in accordance with the Local Improvement Act and the Municipal Act.

Receives and responds in writing to requests for status of local improvement/municipal act charges, development agreements and security related to real estate transactions.

Inputs and retrieves system data from MPAC, Vailtech, GIS and AMANDA programmes.

Calculates and prepares amortization schedules for amounts owing.

Analyzes, calculates and reviews distribution of charges by manual and electronic means for Committee of Adjustment, site plans, condominium and subdivision agreements for Local Improvement Act and Municipal Act charges.

Calculates and prepares construction and rating by-laws for Council approval.

Analyzes and reconciles local improvement/municipal act sewage, water, storm and developer project accounts.

Researches information and investigates and answers inquiries received from property owners, staff, elected officials, consultants, lawyers, outside agencies and other departments. Directs them to appropriate department when required.

Liaises with customer service representatives, plan examiners, municipalities, ministries, developers and financial institutions regarding interpretation of LI/MA practices and procedures.

Calculates and distributes estimated construction costs between ratepayers and the City.

Verifies land ownership in City and records special charges.

Responsible for preparing, updating and recording special charges on taxation assessment roll.

Collects and compiles data; analyzes and interprets data.

Reconciles the collection of amounts owed by owners through City tax bills.

Calculates cost recoveries for works previously installed for works proposed from developers of proposed Plans of Subdivision.

Determines eligibility and monitors church, farm and confidential financial assistance programmes and policies.

Implements and assists in the development of policies and procedures.

Attends and participates at various meetings.

Testifies, co-ordinates and presents evidence at the Ontario Municipal Board and Court of Revision Hearings.

Writes reports, composes correspondence, prepares journals, cheque requisitions and compiles statistics.

Maintains, calculates security and cash requirements for Subdivision Agreements; authorizes release of security.

Develops, administers, maintains and monitors Site Plans and Lot Grading Agreements.

Monitors Development Agreements, assesses interest and monitors receipt of payment in accordance with Development Charges Agreement.

Prepares documents such as Discharge of Agreement from Title, Development Charge Payment and Tri-party Payment Agreements in accordance with Development Charge By-Law for registration on title.

Prepares quarterly remittances to the Ontario Land Corporation.

Prepares T-5's on a yearly basis.

Administers year-end process.

Monitors Development Charge collections from area municipalities, in accordance with Development Charges By-law.

Analysis and maintenance of the City's growth related tax and rate capital budgets.

Analysis and maintenance of the Development Charges Background Study regarding capital project listing.

Distributes charges to Development Charge Reserve, as applicable.

Assesses interest on cash securities and processes amendments to cash securities, as required.

Processes progress payments and releases security at various stages of subdivision completion. Processes amendments to security, as required.

Researches financial data for land development.

Sets up and reconciles subdivision security listing.

Monitors receivable sub-ledgers and follows-up on collection procedures.

Works 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.

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

QUALIFICATIONS

1. Demonstrated knowledge and working experience of accounting procedures at an intermediate financial level normally acquired through the completion of a University Degree or College Diploma in the area of finance administration.
2. Experience in a computerized environment. Detailed working knowledge of MS Office - Word, Excel and database software. Knowledge of PeopleSoft, GIS, Amanda, Vailtech and Access would be considered an asset.
3. Demonstrated knowledge of account reconciliation, journal creation, GL query, Crystal Reporting and tax system.
4. Demonstrated ability to prepare computerized spreadsheets and manipulate data. Must be able to create macros.
5. Must possess good report writing and communication skills.
6. Demonstrated ability to communicate both in writing and verbally with the public, contractors, councillors and other City Departments as well as internal staff.
7. Demonstrated ability to analyse accounting transactions and work with a minimum of supervision.
8. Knowledge of development related policies, by-laws and best practices with regard to municipal financial growth stewardship.
9. Knowledge of the Municipal Act and the Local Improvement Act, as it relates to local improvement and municipal charges.

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