

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

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

SENIOR FINANCIAL ANALYST - TANGIBLE CAPITAL ASSETS

SUMMARY OF DUTIES

Reporting to the Supervisor, Tangible Capital Asset Accounting, responsible for assisting in the maintenance and implementation of the City's Tangible Capital Asset Accounting program. Provide strategic policy advice, consulting services, financial analysis and project leadership to the division, public and internal clients.

GENERAL DUTIES

Provide support to the Tangible Capital Asset Accounting Supervisor in the ongoing application of the City's existing Tangible Capital Asset Accounting program.

Specific duties include (but not limited to)

- Analysis of various financial and non-financial transactions and information for PS 3150 regulatory compliance
- Ensures processes are documented, updated and reviewed on an ongoing basis to comply with PS 3150 regulations and existing City of Hamilton TCA policies
- preparing background research
- interpreting accounting standards, provincial and federal government policies and related new developments
- providing advice and guidance on the program requirements and alternatives to work teams
- leading project implementation teams, where required
- identifying problem areas and recommending alternatives
- developing policies and procedures for accounting, financial reporting, finance and capital budgeting
- assist with year-end TCA analysis, year-end reporting and TCA external audit
- developing and delivering presentations to staff, management and council members
- developing cost-benefit analysis, statistical analysis and financial analysis in support of the program

Evaluate and make recommendations for improvements in various accounting, financial reporting, finance and budgeting areas by evaluating against internal and external benchmarks.

Ensure timely, cost effective results in compliance with corporate and legislative requirements.

Responsible for managing projects and programs in a variety of staff resource configurations ranging from individual work to leadership of cross-departmental work teams, exercising leadership, guidance, technical competence, innovative problem-solving and the achievement of results in all such settings.

Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Consult or undertake liaison with municipal, provincial, and federal government agencies as well as with other public and private sector groups relevant to assigned projects and investigations.

Report regularly on the status of projects, tasks, team performance, fiscal status and overall benefits of project activities to senior management and any work teams.

Prepare reports of research and/or program and project findings including recommendations for action for senior management and/or Council.

Assist in preparing oral and written presentations to management and staff to explain the program, the program results and recommendations.

Attend public meetings and be prepared to present the City's position/actions to the public, media, outside government bodies, other municipalities, professional associations and other professionals.

Perform other duties as assigned which are directly related to the normal functions of the job.

QUALIFICATIONS

1. Proven demonstrated knowledge and experience in the theories, strategies and practices of accounting, financial reporting, finance and budgets usually acquired by obtaining a relevant University degree in Business Administration, Commerce or Economics, and/or a recognized professional accounting designation (CA, CMA or CGA) or an equivalent combination of education and relevant experience.
2. Experience in and must have an understanding of tangible capital assets accounting, fixed asset accounting or capital budgets.
3. Highly developed analytical, technical, organizational, planning and problems solving skills with proven ability to work with very tight deadlines and competing priorities.
4. Must possess excellent verbal and written communication, presentation and interpersonal skills.
5. Demonstrated ability to effectively manage projects, lead project teams and policy portfolios in a results oriented environment and in a predominantly unionized environment.
6. Must be able to work in an independent and confidential manner, making sound judgments based on results of research and/or fieldwork.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, other professionals and the general public.
8. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Excellent knowledge of computer software applications used in business or financial analysis and report presentation. (PeopleSoft, PowerPoint, Excel, Word, Outlook, Access, Projects).
10. Experience implementing computer systems or integrating computer systems is considered an asset.

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