

# CITY OF HAMILTON

## CORPORATE SERVICES DEPARTMENT (FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION - LOCATION – VARIOUS)

### FINANCIAL COORDINATOR

#### SUMMARY OF DUTIES:

Reporting to the Business Administrator, coordinates overall financial & administrative services including budget preparation, budget variance reporting, departmental purchases, cash application, development of computerized budget spreadsheets on current, capital, reserve and balance sheet accounts, as well as co-ordinating various subsidy claims and reconciliation reports.

#### GENERAL DUTIES:

Assist the Business Administrator with the coordination of financial and administrative functions for the assigned Division by:

- Liaising with Divisional Program Managers and Directors with respect to financial reporting requirements;
- Assisting with coordinating the completion of all entries (monthly, quarterly and year end) within established deadlines;
- Assisting with the preparation and coordination of the annual Operating and Capital Budget Submission and budget exception reporting;
- 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 daily cash application, credits and general accuracy of various accounts

Adhere to service level agreements via the division's financial and administrative functions.

Assist with department's monthly monitoring of expenditures, investigating discrepancies and providing corrections as required. Distribute copies of financial reports (AFR, BVR) and bring all foreseeable budget variances to the attention of Business Administrator. Analyze accounts as required.

Prepare and ensure the accuracy of journal entries and requests for information.

Review orders and invoices for goods and services for the department by ensuring necessary authorization is obtained in accordance with the purchasing policy.

Monitor computer hardware inventory; arranges computer/printer lease replacements in conjunction with Information Technology Services.

Oversee maintenance of inventory of all computer equipment, verifies monthly billings with program areas and processes discrepancies. Ensure corrections are made and reflected on next month's billing.

Examine, analyze, reconcile and report on current, capital, reserve and balance sheet accounts. Retrieve financial data from PeopleSoft System and/or other City of Hamilton subsystems as required.

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 Business Administrator of potential problem areas and provide options and recommendations for solutions.

Prepare and monitor Federal/Provincial Subsidy Claims and review required submissions for Federal and Provincial

Ministries and other outside agencies.

Implement and monitor Federal, Provincial and Municipal funding agreements and contracts within various outside agencies.

Compose correspondence to other City departments, internal staff, outside agencies and other levels of government.

Research information and investigate and respond to inquiries from staff, the public, other City departments, government and other outside agencies.

Responsible for the timely collection and recording of all revenues of the corporation and other agencies under management.

Responsible for weekly balancing control and reconciliation of bank accounts.

Ensure effective cash management procedures by accurate recording of revenues to maximize interest earned on balances in bank accounts.

Assist with the hiring, training and supervision of related staff.

Responsible for performance evaluations and the disciplining of the staff as required.

Assist with the review of Council Reports with respect to financial implications.

Participate in special projects as assigned.

Provide back-up 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, 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. Three to five years previous related experience to acquire competence in analyzing current, capital, reserve and balance sheet accounts. Must have an understanding of and be able to interpret financial statements. Progressively responsible experience in a unionized municipal environment would be an asset.
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. Demonstrated ability to communicate both orally and in written form with varying audiences including management, peers, staff, other levels of government and the 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. Pursuit of a Professional Accounting designation is preferred.

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

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