

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL PLANNING & POLICY DIVISION – CAPITAL BUDGETS & DEVELOPMENT FINANCING - LOCATION – 71 MAIN ST. W., 1ST FLOOR)

FINANCIAL COORDINATOR – BUDGETS

SUMMARY OF DUTIES:

Reporting to the Manager, Capital Budgets and Development Financing, provides a comprehensive range of financial support services to the Financial Planning & Policy Division. Responsible for the delivery of financial and technical support to the Senior Financial Analysts.

GENERAL DUTIES:

Liaises with Divisional Program Managers and Directors with respect to administrative and financial reporting requirements.

Works within the Current Budget Section with the software “Clarity Budget System”. Assists in the preparation and analysis of reports from the Clarity Budget software on workforce planning. These reports detail potential changes (actual and budgeted expenditures) to confidential information regarding salaries, wages and benefits.

Assists the Senior Financial Analysts in the maintenance of the HR module within the “Clarity Budget Software”. Maintenance duties include the validation of job codes, pay grades, benefit factors, Job Evaluation adjustments, etc.

Assists with coordinating the completion of all entries (monthly, quarterly and year end) within established deadlines.

Assists with the preparation and coordination of the annual Operating and Capital Budget Submission.

Assists the Senior Financial Analysts to prepare the submission of budget exception reports.

Provides direction to staff on financial and administrative functions.

Develops for review and approval, and maintains job related policies and procedures.

Liaises with program staff with respect to daily cash application, credits and general accuracy of various accounts.

Assists in undertaking various departmental development projects and studies for the Capital Manager and the Operating Budgets Manager.

Assists in research and development regarding Development Charge policies, by-laws and related Development Agreements.

Participates on cross-departmental teams and regularly act as corporate advocate, in discussions on capital, operating and development policy issues.

Assists in providing strategic policy advice, consulting services and project leadership in delivery of services to the division, public and internal clients.

Assists in researching, developing and recommending short/long term fiscal strategies and finance/budgetary policies.

Assists in coordinating cost benefit analysis studies, assists departments/divisions in operating budget analysis,

monitor budget variances, and assists in the preparation of reports to the corporate management team and Council. Project skills will be required for many corporate financial initiatives including benchmarking, performance measurement, budget and salary system implementation/upgrades.

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

Prepares and ensures the accuracy of journal entries and requests for information.

Examines, analyzes, reconciles and reports on current, capital, reserve and balance sheet accounts. Retrieves financial data from PeopleSoft System and/or other City of Hamilton subsystems as required.

Prepares and monitors Federal/Provincial Subsidy Claims and reviews required submissions for Federal and Provincial Ministries and other outside agencies.

Implements and monitors Federal, Provincial and Municipal funding agreements and contracts within various outside agencies.

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

Researches information and investigates and responds to inquiries from staff, the public, other City departments, government and other outside agencies.

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

Participates in special projects as assigned.

Works 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.

Performs 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. 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. Advanced 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.