

CITY OF HAMILTON

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

FINANCIAL COORDINATOR – BUDGETS, DEVELOPMENT CHARGES & FISCAL POLICY

SUMMARY OF DUTIES

Reporting to either the Supervisor, Budgets & Financial Planning or Supervisor, Development Charges, Programs & Policies, the Financial Coordinator – Budgets, Development Charges & Fiscal Policy provides support and input into calculations, financial analysis, scenario analysis and sound strategic advice in the management and monitoring of the Financial Portfolio's capital and operating budgets, growth funding tools and funding agreements as well as provides input and analysis over the Financial Portfolio's long - term capital budget and plans, multi-year operating budget and plans, financial and applicable tax policies.

The Financial Coordinator also supports the development of financial analysis and tracking to support informed decision-making of the Financial Portfolio's inter-program or service-specific policies and priorities as well as is responsible for the delivery of financial and technical support to the Supervisor, Senior Policy Analysts and Senior Financial Analysts.

Supports the evaluation of identified recommendations for improvements in various Capital Budget areas by providing information and data on performance.

Supports in the research, development and formulation of recommendation for both short and long term fiscal strategies, and finance/budgetary policies in accordance with City strategic directions, guidelines and requirements of Provincial Legislation.

Provides support in monitoring operating budget performance by ensuring information is entered in a timely and accurate manner and the variances are accurately reported and communicated.

Provides support in the preparation and publication of the City of Hamilton's annual Operating Budget and related presentations/reports.

Provides relevant information inputs and date for the City's utility rate and tax policies.

Supports the development of cost benefit analysis studies, project evaluation tools and assists departments/divisions in providing timely and accurate information

Support the research and development of recommendations into City's ten-year Capital Budget financing strategies in accordance with City policies and guidelines and the requirements of Provincial Legislation.

Responsible for the effective, timely and accurate management and posting of all applicable journals as well as ensures all reconciliation activities are accurate and are done in a timely manner.

Assists in the preparation and publication of the City of Hamilton's ten-year Capital Budget as well as the Operating Budget along with related presentations / reports.

Assists by providing relevant information and analysis into cost benefit studies, exception reporting, project evaluations as well as supports the monitoring capital impacts long and short-term.

Support the development of policies and procedures for planning, preparation, monitoring, and controlling capital/operating budgets.

Participate on cross-departmental teams, and regularly acts as corporate support in discussions on development policy issues.

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

Provides support in researching issues of compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Assists in the preparation and analysis of reports from the Budget software on workforce planning. These reports detail potential changes (actual and budgeted expenditures) to confidential information regarding salaries, wages and benefits.

Assists in the maintenance of the HR module within the "City's Budget Software" as well as oversees the implementation and validation of job codes, pay grades, benefit factors, Job Evaluation adjustments, etc. Responsible to support the development, approval and maintenance of all related policies and procedures.

Maintains the City's Development Securities and related cash payments portfolio, prepares analysis and reports as required.

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

Liases with planning staff, municipalities, ministries, developers and financial institutions regarding maintenance and interpretation of portfolios practices and procedures.

Prepares development charges calculations, journals, and remittances for development charges & other growth funding tools portfolio.

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

Prepares reports to meet Municipal reporting obligations.

Assists Senior Policy Analysts and Senior Financial Analysts with investigations, analysis and program development as required.

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

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.

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. General knowledge of municipal capital and operating budget planning and reporting.
7. Strong understanding of the automated environment, with working knowledge of Word, Excel, PowerPoint, Outlook, PeopleSoft, other equivalent budget systems and software.
8. Working knowledge in the development and management of policies and procedures.
9. Demonstrated knowledge and experience with PeopleSoft would be an asset.
10. Good knowledge and understanding of statutes and regulations relevant to the department/section.

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